



MEETING AGENDA
Stormont, Dundas and Glengarry County Library Board

Thursday, January 19, 2023, 4:30 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 SPECIAL MEETING Minutes - December 19, 2022 | 3 |
| 5. Delegations | |
| 6. Consent Items | |
| a. Statistical Summary (Circulation) - December, 2022 | 8 |
| b. Financial Report - December 2022 | 9 |
| c. Branch and Supervisors Reports - December, 2022 | 10 |
| d. Technical Services Report -- December 2022-January 2023 | 18 |
| e. Systems Librarian Report - not available | |
| f. Community Librarian Report - not available | |
| g. Director of Library Services Report - December 2022-January 2023 | 19 |
| h. Correspondence | |
| 7. Action Items | |
| a. Election of Library Board Chair | 20 |
| b. Election of Library Board Vice-Chair | 21 |
| c. Appointment of CEO | 22 |

| | | |
|------------|---|----|
| d. | Appointment of Library Board Secretary-Treasurer | 23 |
| 8. | Discussion Items | |
| a. | Board Orientation -- Resources | |
| b. | Board Orientation -- Understanding Public Library Governance in Ontario | 24 |
| c. | Board Orientation -- AODA Customer Service Training | |
| d. | 2023 Library Board Regular Meeting Schedule | 26 |
| e. | OLA Super Conference, February 1-4 -- Board Attendees | |
| f. | Dalkeith Plus -- Internet | |
| g. | Financial Reports | |
| 9. | In Camera | |
| 10. | Adjournment | |

Stormont, Dundas and Glengarry County Library Board

Minutes

December 19, 2:00pm

SDG Counties Administration, Council Chambers

Members Present: Margaret MacDonald, Chair; François Landry; James Algire;
David Smith; Lyle Warden

Members Absent: Tony Fraser, Vice-Chair; Alex MacIsaac

Staff Present: Karen Franklin, Director of Library Services

1. **Call to Order** – The meeting was called to order at 2:25pm (start time was delayed due to the regular Council Meeting that was held prior to this meeting).

2. **Adoption of Agenda**

Moved by: Lyle Warden

Seconded by: François Landry

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

CARRIED

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

4. **Adoption of Minutes**

MOTION

Moved by: Lyle Warden

Seconded by: James Algire

That the Stormont, Dundas and Glengarry County Library Board approves the Minutes of the October 20, 2022 regular Meeting, as written.

CARRIED

MOTION

Moved by: James Algire

Seconded by: François Landry

That the Stormont, Dundas and Glengarry County Library Board approves the Minutes of the 2023 Library Services Budget Meeting, as written.

CARRIED

5. **Delegations – None.**

6. **Consent Items**

MOTION

Moved by: Lyle Warden

Seconded by: David Smith

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

CARRIED

7. **Action Items**

8. **Discussion Items**

9. **In Camera**

MOTION

Moved by: Lyle Warden

Seconded by: David Smith

That, as per Section 5.2 of the Stormont, Dundas and Glengarry County Library Board's Procedure Bylaw, subsection (b) "personal matters about an identifiable individual, including staff", the Board proceeds In Camera.

CARRIED

MOTION

Moved by: Lyle Warden

Seconded by: François Landry

That the Library Board rises and reconvenes and authorizes staff to proceed as directed.

CARRIED

MOTION

Moved by: François Landry

Seconded by: Lyle Warden

That the Stormont, Dundas and Glengarry County Library Board authorizes the Director of Library Services to work with Counties staff to revise the Job Description for the **Systems Librarian** position to that of **Manager of Information Services**, with the goal of having this new job title/role at the same position on the Salary Grid, and

That the Director of Library Services be authorized to start the recruitment process for this new job title/role once revisions have been completed and approved.

CARRIED

MOTION

Moved by: Lyle Warden

Seconded by: David Smith

That the Stormont, Dundas and Glengarry County Library Board authorizes the Director of Library Services to work with Counties staff to revise the Job Description for the **Community Librarian** position to that of **Manager of**

Community Services, with the goal of having this new job title/role at the same position on the Salary Grid, and

That the Director of Library Services be authorized to start the recruitment process for this new job title/role once revisions have been completed and approved.

CARRIED

MOTION

Moved by: Lyle Warden

Seconded by: David Smith

That the Stormont, Dundas and Glengarry County Library Board authorizes staff to revise the job descriptions for the **Communications & Marketing Coordinator** and **Systems Support Coordinator**, and work with Counties staff to bring these positions to Council for approval.

CARRIED

MOTION

Moved by: François Landry

Seconded by: Lyle Warden

That the Stormont, Dundas and Glengarry County Library Board receives and makes public the Service Delivery Review for the Stormont Dundas and Glengarry County Library report, prepared by TCI Management Consultants, in association with Beth Ross & Associates and Bibliotechs, Inc., and bring the report forward in early 2023 to the new Library Board.

CARRIED

8. Adjournment

MOTION

Moved by: François Landry

Seconded by: Lyle Warden

That the Special Meeting of the Stormont, Dundas and Glengarry County Library Board be adjourned, to meet again at the Call of the Director of Library Services for the first meeting of the Board in a new term (*PLA, 14.1*).

CARRIED

Board Chair/Vice-Chair

Secretary

DRAFT

SDG Library

December 2022 Statistical Summary

| Branch & Open Hours Per Week | Circulation | | | | | Borrowers | Visitors | New Patrons |
|------------------------------|--------------|----------------------|---------------------|---------------------|-------------------------------|-------------|-------------|-------------|
| | Print & A/V | eBooks & eAudiobooks | December 2022 Total | December 2021 Total | December 2022/2021 Difference | | | |
| Administration | 90 | 9186 | 9276 | 9523 | -2.6% | 14 | n/a | 1 |
| Alexandria (44) | 2884 | 200 | 3084 | 2142 | +44.0% | 398 | 839 | 11 |
| Avonmore (20) | 503 | 47 | 550 | 466 | +18.0% | 61 | 127 | 4 |
| Chesterville (17) | 901 | 134 | 1035 | 995 | +4.0% | 130 | 236 | 6 |
| Crysler (20) | 693 | 27 | 720 | 667 | +7.9% | 81 | 267 | 5 |
| Dalkeith Express | 7 | 6 | 13 | 16 | -18.8% | 3 | n/a | 0 |
| Finch (16) | 383 | 31 | 414 | 153 | +170.6% | 46 | 140 | 2 |
| Glen Walter Express | 80 | 11 | 91 | 50 | +82.0% | 17 | n/a | 0 |
| Ingleside (44) | 1784 | 117 | 1901 | 1523 | +24.8% | 245 | 909 | 10 |
| Iroquois (20) | 919 | 90 | 1009 | 685 | +47.3% | 144 | 364 | 6 |
| Lancaster (44) | 1366 | 125 | 1491 | 1174 | +27.0% | 201 | 442 | 12 |
| Long Sault (30) | 1304 | 108 | 1412 | 1343 | +5.1% | 204 | 456 | 4 |
| Maxville (16) | 469 | 51 | 520 | 324 | +60.5% | 70 | 189 | 2 |
| Morrisburg (44) | 1463 | 83 | 1546 | 960 | +61.0% | 236 | 644 | 11 |
| South Mountain (16) | 619 | 78 | 697 | 463 | +50.5% | 105 | 161 | 2 |
| St. Andrews Express | 115 | 7 | 122 | 68 | +79.4% | 22 | n/a | 0 |
| Williamsburg (16) | 428 | 48 | 476 | 538 | -11.5% | 74 | 101 | 4 |
| Williamstown (17) | 794 | 72 | 866 | 650 | +33.2% | 87 | 246 | 5 |
| Winchester (44) | 1486 | 121 | 1607 | 1026 | +56.6% | 212 | 512 | 8 |
| SYSTEM TOTAL | 16288 | 10542 | 26830 | 22766 | +17.9% | 2350 | 5633 | 93 |

"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 | 4320 |
| cloudLibrary-Collection Usage | 10542 |

LIBRARY MONTHLY STATEMENT



For Period Ending 31-Dec-2022

| | 2022 | 2022 | 2022 | 2021 |
|---------------------------------------|------------------|------------------|----------------|------------------|
| GENERAL FUND | ACTUAL | BUDGET | VARIANCE | YEAR'S ACTUAL |
| REVENUE | | | | |
| ANNUAL PROVINCIAL FUNDING | -131,761 | -131,761 | 0 | -131,761 |
| ONTARIO CAPACITY FUNDING | 0 | -500 | -500 | -1,566 |
| STUDENT FUNDING | -4,193 | -9,240 | -5,047 | -19,467 |
| OTHER FUNDING | -500 | 0 | 500 | 0 |
| FEES & FINES | -10,732 | -15,000 | -4,268 | -6,051 |
| DONATIONS & SALES | -3,456 | -8,125 | -4,669 | -3,104 |
| TRANSFER FROM RESERVES | -30,630 | -90,000 | -59,370 | -6,698 |
| Total REVENUE | -181,272 | -254,626 | -73,354 | -168,647 |
| EXPENSES | | | | |
| FULL TIME WAGES & BENEFITS | 719,398 | 857,645 | 138,247 | 813,106 |
| BRANCH WAGES & BENEFITS | 814,755 | 823,130 | 8,375 | 702,415 |
| STUDENT WAGES & BENEFITS | 22,384 | 19,034 | -3,350 | 18,924 |
| BOARD MEETINGS & DEVELOPMENT | 6,381 | 7,510 | 1,129 | 3,950 |
| STAFF MILEAGE | 6,304 | 6,000 | -304 | 3,073 |
| STAFF TRAINING & DEVELOPMENT | 11,874 | 16,635 | 4,761 | 9,096 |
| PRINT MATERIAL | 113,965 | 161,550 | 47,585 | 115,337 |
| DIGITAL BOOKS | 78,999 | 81,075 | 2,076 | 71,523 |
| DATABASE SUBSCRIPTIONS | 44,105 | 62,375 | 18,270 | 29,898 |
| MAGAZINES, PERIODICALS & LEASED BOOKS | 8,101 | 14,775 | 6,674 | 18,407 |
| SUPPLIES & EQUIPMENT | 26,592 | 27,752 | 1,160 | 19,023 |
| PHONES & INTERNET | 47,299 | 65,835 | 18,536 | 48,588 |
| PROMOTIONS & WEBSITE | 6,165 | 18,775 | 12,610 | 9,782 |
| PUBLIC PROGRAMS | 4,255 | 10,050 | 5,795 | 7,502 |
| COMPUTER PURCHASES | 4,281 | 2,300 | -1,981 | 1,333 |
| SOFTWARE SUPPORT | 64,559 | 61,815 | -2,744 | 50,662 |
| DELIVERY & OUTREACH VEHICLES | 34,259 | 34,500 | 241 | 32,584 |
| COPIERS & PRINTERS | 10,007 | 12,000 | 1,993 | 9,521 |
| COPYRIGHT & PERFORMANCES LICENSES | 1,987 | 3,350 | 1,363 | 1,244 |
| BRANCH CLEANING | 37,741 | 57,240 | 19,499 | 58,596 |
| BRANCH RENTS, INSURANCE & SECURITY | 227,049 | 205,269 | -21,780 | 200,965 |
| FURNITURE PURCHASE | 48,297 | 52,000 | 3,703 | 56,262 |
| AUDIT & LEGAL FEES | 4,664 | 3,200 | -1,464 | 3,053 |
| SPECIAL PROJECTS | 81,934 | 60,000 | -21,934 | 10,542 |
| SUPPORT FROM OTHER DEPARTMENTS | 158,354 | 158,354 | 0 | 151,306 |
| YEAR'S SURPLUS/DEFICIT | 0 | 0 | 0 | 233,677 |
| Total EXPENSES | 2,583,706 | 2,822,169 | 238,463 | 2,680,369 |
| Total GENERAL FUND | 2,402,434 | 2,567,543 | 165,109 | 2,511,722 |



Branch & Supervisor Report – District 1

December 2022

CHESTERVILLE BRANCH: (Jenn H.)

- On December 7th, 'Book, Line & Thinkers' book club hosted their final meeting of 2022 where Ask Again, Yes was discussed. The club will take December off and resume in the New Year.
- The Branch was decorated early December for the holiday season with the bulletin board changed to reflect the transition from Fall to Winter. The theme of the bulletin board was "Inside with a Book is the Best Place to Be!"
- Teen, juvenile fiction and adult fiction materials arrived from South Mountain Branch to refresh Chesterville's collection. Patrons noticed the fuller shelves and the new materials available.

CRYSLER BRANCH: (Josée B.)

- Patrons expressed their happiness with the service provided by the CSAs who covered the desk during a recent staff illness.
- Children from the local school were excited to pick up Christmas books during their class visit this month.
- The Friends of the Library/les amis de la bibliothèque invited children of all ages to participate in a Christmas colouring contest. Colouring sheets could be downloaded or picked up at Crysler Branch, to be returned to the Branch as well. Many sheets were dropped off, and the activity was seen as a success.
- A patron who ordered several 3D prints in December was pleased with the results.

MAKERLAB/FINCH BRANCH (Josée C.)

- LSA Josée was once again busy making several 3D prints this month, as well as providing more Cricut cut-outs for other branches.
- Staff assisted a patron over the phone on using a new tablet and set it up with cloudLibrary. There have been increased requests for assistance over email and by phone lately.
- Families have become comfortable with using items on the "Play and Make Shelf", and one patron came in expressly to use the Circuit machine to make her Christmas cards, with the help of LSA Josée.
- The MakerLab hosted three training sessions for staff members, to become familiar with the space and services such as the "MakerKits" and the "Cricut" machine.
- LSA Josée held her final "Create it with Cricut" program session in Long Sault. Patrons were grateful to have the opportunity to discover ways to use this machine, and had a lot of fun. The MakerLab itself has had visitors from other areas in SDG as a result of this outreach program.
- A passive activity was set up this month in the craft area. "Do you want to make a snowman?" saw over 25 snowmen made!
- LSA Josée recently participated in several training opportunities, including a cybersecurity course, to improve her customer service skills.

SOUTH MOUNTAIN BRANCH (Ginnette T.)

- December was the perfect month to reorganize some collection materials after some space was created through maintenance. The changes better showcase the collection and create more display areas. Staff also worked on the branch bulletin boards to give them a fresh look.
- A few home-schooling families have started to routinely visit the branch, initially drawn in by the "Storytime" program.
- While the "Storytime" program series took a break in December, children were still able to create a cute penguin craft, as well as browse a collection of penguin-themed picture books in the children's area.
- LSA Ginette attended a training session at the MakerLab, giving her the opportunity to learn more about Cricut and explore different Maker Kits. This opportunity has given staff more confidence in the use of the Maker Kits and many bookings have been made.
- Staff created a new BiblioCore list called "Short Stories for Long Nights" to mark the winter solstice. The list focused on some new collections of short stories.

WINCHESTER BRANCH (Rose D. and Chantal N.)

- With the blustery winter weather, an increased number of families have visited the branch looking for activities to do inside. Winchester's new thermostat and furnace has ensured a toasty reprieve from the cold and snow.
- December's "Art in the Branches", in partnership with North Dundas Arts Council, featured artist was Rose Poirier of The Dreaming Heart Art Studio. Staff have received great feedback from patrons on the colourful displays of art.
- Class visits finished for 2022 with a wonderful Christmas themed storytime. The kindergarten children and their teachers wished staff 'Merry Christmas and Happy Holidays' through songs and a dance that they performed.
- 'Mini-makers' wrapped up for the fall session, with participants building tiny festive gnome ornaments to hang on their Christmas trees.
- Winchester's Lounge has re-opened for bookings after a long wait, and there has been a swarm of children and teens excited to play the Nintendo Switch.

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)
- Performed performance review of probationary staff member.
- With the help of LSA Josée from Finch, DS Kate arranged three staff training sessions in the MakerLab this month to help familiarize our team with the space, the MakerKits, and the Cricut machine. A total of 14 staff members from across the three Districts took part.
- Attended a virtual cybersecurity course offered by The Learning Hub of the Cyber Centre
- Completed Family Literacy in the Public Library Excel course through OLS
- Liaised with other DSs in the coordination of the upcoming "Author visits with Mark Van Dusen" as part of the Library's Winter programming
- Assisted in the creation of the winter Edition of The Navigator, and the coordination of winter programming



Branch & Supervisor Report – District 2

December 31, 2022

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

- LSA Colleen continued with class visits, where she read them Christmas stories at each visit. A total of 75 school children and their teachers visited the branch during December.
- The Ingleside 'Book Mates' (Ingleside branch's book club) read Agatha Christie's Hercule Poirot Mystery Series. A lively discussion was held on December 21st led by LSA Linda. Some of the book club members had never read anything by Agatha Christie and were quite pleased with discovering a new-to-them author.
- A "Christmas Storytime" was held December 21st for a group of preschool children and their caregivers. Christmas stories, holiday carols, and a seasonal craft were made to take home all led by LSA Colleen.

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

- Iroquois Branch hosted its annual "Christmas Cookie Exchange" after a 2-year hiatus, on the 1st of December. It was well-attended and there were many different varieties of goodies to share among everyone. Even the local paper stopped by to participate in the program.
- Patrons have been signing out many Christmas and winter-themed books from our staff displays, which included "A Book Yule Love" and "Tis the Season to be Reading".
- Activities happening in the Civic Centre continue to bring much more traffic into our branch. Staff enjoy seeing new Library members get excited about the services SDG library provides.

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

- "National Child Day Coloring Contest" winners were selected in early December. We had two winners who were very excited to select a free 3D item from our catalogue to be printed.
- "Create it with Cricut": Enthusiastic participants enjoyed making holiday-themed cards and were quite grateful for the instructor's patience. It was great to finally see the Cricut in action!
- "Food for Fines" was a great success. Many patrons commented on what a great idea this was! Staff were pleased to hand over 3 boxes to add to the Long Sault Firemen's annual Christmas Food Drive.

- Our “Threads of Friendship” group had the privilege of welcoming Patti McLeod, who introduced them to the art of traditional rug hooking.
- Seasonal book displays have been popular with families, and many have been stocking up their supplies. The Library’s social media posts were good reminders to get ready for the weather to come!

MORRISBURG BRANCH: (Cheryl T. and Ian M.)

- This month’s “Cozy Mystery” and “Jolabokafloð” (Icelandic Christmas tradition) displays were enticing to patrons looking for some good books to enjoy over the holidays.
- “Reindeer Are Better Than People” was a successful Saturday morning program for children. Although attendance seemed like it was going to be zero due to the Christmas Parade, many young patrons came in following the parade to enjoy the Reindeer Games!
- Several people came in this month excited about new job offers and happy to be able to use computers to fill out paperwork and send faxes to their new employers! More than one person was very grateful to be able to use internet and printing services at the Library.
- A voracious reader and one-time regular to the branch reconnected with the Library services during a pop-up visit to the Hartford Retirement home. She had been unable to visit the library due to an extended hospital stay and had been missing it. Later, she was able to come back to her “happy place” with the assistance of a support worker and browse the shelves at her leisure. It was a truly heartwarming to see her light up with joy to be back at the library after such a difficult season in her life.

WILLIAMSBURG BRANCH: (Jennifer D.)

- A display with holiday-themed books was available for patrons to browse and was well-received, with many of the titles being checked out.
- The final “Movie Night”, marking the end of the "Pokémon Scavenger Hunt" program, was held on December 28th and the branch was filled with those who'd participated throughout the program. Many patrons expressed their desire to continue some version of the program in the New Year, so plans are in place for a passive program for children and their families to enjoy.

DISTRICT SUPERVISOR: (Stacey P.)

- 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)
- Finalized Winter Programs
- Submitted website images for programs, and created branch posters and handouts

- Compiled and completed Performance Evaluation for CSA Kim. (December 7th)
- Conducted District 2 Staff Meeting in Ingleside (December 9th)
- Assigned 'Winter Training' for staff to complete on designated snow days
- Management Meeting (December 14th)
- Programming support to staff, covering the desk for programs and outreach while also coordinating CSA support
- Submitted "Meet the Staff" for the Navigator
- Created and submitted the "Food for Fines-Wrap-up" article for the Library website
- Coordinated with South Dundas Municipality regarding the installation of outdoor lighting outside the Library
- Communicated with fellow colleagues regarding two snow days (December 16th & 23rd)
- Attended an outreach to J.W. Macintosh Community Living Center with LSA Cheryl
- Completed the BizTrainer 'Ergonomics' course
- Completed the LinkedIn Learning webinar: 'Creating Positive Conversations with Challenging Customers'
- Connected with three local authors to arrange author events in the winter and spring sessions.
- Began discussing with Karen, Director of Library Services regarding the second 'Staff Pulse Survey' to be released in January
- Signed Extension of contract for Temporary District Supervisor till March 2023.



Branch & Supervisor Report – District 3

December 31, 2022

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

- December was festive in Alexandria with our “Shop Library” Christmas tree, festooned with socks, hats, cards, pins, frisbees, earbuds, umbrellas, mugs and journals for the library lovers and their families to purchase.
- “Storytime at the Dome” was a huge hit with more than 20 preschoolers listening to read two stories and singing some action songs. Attendees were also lucky enough to receive some exciting prizes!
- We had two artists showcasing their art in December. Their acrylic paintings full of colour and wonderful faces really brightened the place.
- Many people behind the scenes help make Alexandria branch a special place to be. Coop student Maya, works diligently in the back office on lots of projects, volunteer Mia makes sure all our books are shelved in their proper place, numerous CSAs that have helped cover regular shifts and are always ready for new challenges, and DS Lorna, without her guidance and her wit, we would sometimes feel lost. The patrons might not know about all of them, but we would like to thank them from the bottom of our hearts as they make the branch look good!

AVONMORE BRANCH: (Kelsey D.)

- LSA Kelsey has been involved in the creation of a new decal for “Express Depot” drop-boxes to draw attention to our additional services.
- An event at North Stormont Place on December 3 encouraged many people to pop into the Library.
- Staff participated in MakerLab training hosted in Finch. This training allowed staff further insight into all the maker resources available for programming.

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

- Staff hosted a holiday-themed book club discussion with the ‘Cairnview Book Club’. Eight members were in attendance and expressed gratitude for the return of in-person programs.
- Demand for printing and fax services remained consistent throughout December. Increases in patron requests for assistance with electronic devices led staff to develop a “Bring Your Own Device” device program in February to provide technology help to patrons.
- The Library’s virtual “Cover-to-Cover Book Club,” led by Lancaster and Maxville staff, has surpassed 200 members!

MAXVILLE BRANCH: (Emily A.)

- The “Cover-to-Cover Book Club” took a break for December. Members of the book club remain active on social media.
- A second high school student has started volunteering at Maxville. Tasks include replacing labels, shelving, and assisting with preparing displays.
- The three-month-long reading challenge “Bookopoly” ended with 34 people taking part in a variety of challenges.
- Maxville’s in-person book club resumes in January with nine eager participants eagerly awaiting their January title.

WILLIAMSTOWN BRANCH: (Julie C.)

- Williamstown’s annual Christmas Market held at St. Mary’s Community Centre, and brought in 58 visitors to Williamstown Branch. Library Shop items and SDG Historic Tour calendars were on display for visitors to purchase.
- Williamstown Public School sent a kindergarten class to visit – many for the first time. The class participated in a Library orientation game, singing, and a Pete the Cat storytime.
- Williamstown hosted a pop-culture based program for children on the wait list for a previous program, “Explore Space Candy.” The program focused on food preservation methods and included a freeze-dried candy taste test.
- LSA Julie participated in MakerLab training held in Finch. This opportunity allowed staff to learn more about SDG Library’s Maker Kits and gain hands-on experience with the Cricut machine.
- Staff was also kept busy filling holds for a patron that borrowed over 130 graphic novels during the first weeks of December alone! “Ready to Read” backpacks have also been popular for patrons to borrow; included materials are rotated after each backpack is returned.

DISTRICT SUPERVISOR: (Lorna P.)

- Regular scheduling, time sheets, Board reports, and reports to Council (ongoing)
- Technology troubleshooting and support for staff and patrons (ongoing)
- Collection maintenance and Graphic Novels 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 a small collections development project (ongoing)
- Conducted end-of-probation performance reviews for two staff members
- Creation and distribution of Winter 2023 Navigator program guide and program hand outs
- Follow-up on several health and safety issues in District 3 branches

- Developed inclusivity messaging for branches
- Management Meeting (December 12)
- Assisted in budget breakdown for French ARP
- Office Ergonomics Training (December 22)



TECH SERVICES REPORT

January 19, 2023

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

- Processing and cataloguing new library materials
- Processing Interlibrary requests for items requested from other library system as well as requests from SDG Library patrons
- Preparing and shipping Book Club Kits for branch staff and patron led book clubs
- Year-end follow up with vendors for On Order items
- Repairing damaged books
- Year-end database cleanup, including reviewing and linking purchase orders to invoices
- Fiscal year end and rollover planning
- Additions and updates to the Technical Services manual
- Relabelling books in series

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

- Attended regular Team Management meeting and annual Health & Safety Policy Review Meeting. Led regular Tech Services team meetings.
- Met with vendors from Whitehots and Library Bound to set up automatic release plans for print collections. Completed and submitted forms for each collection.
- Reviewed print collections budget, attended training session, and met with Polaris site coordinator to discuss fiscal year rollover. Coordinated the annual circulation stats rollover SQL job to automatically run December 31 of each year so year-to-date circulation and lifetime stats are accurate.
- Completed annual inventory report for County Treasurer.
- Ran various reports (outstanding orders, encumbrances, fund summaries, etc.) to ensure that database is cleaned up as much as possible at the end of the year.
- Completed the set up (author lists, canned responses, and system settings) for BiblioSuggest (new platform for purchase suggestions) that will be added to the website on January 16, 2023.
- Reviewed selections and subscriptions for e-Resources for 2023.
- Assisted with the creation of an online stats form monthly statistics from the branches.
- Updated website with Winter 2023 program listings, added articles submitted by the District Supervisors, and other updates as needed.



December, 2022-January, 2023

DIRECTOR OF LIBRARY SERVICES

January 19, 2023

WORK COMPLETED:

- Collections Development – Winter 2023 Adult fiction and non-fiction (print & digital); Automatic Release Plans (ARPs – new!) for Juvenile fiction, travel, Adult non-fiction, and Teens; replacement A/V material
- Registrations for Ontario Library Association conference (staff)
- January 6 – Meeting with M. Adams, CAO
- January 9, 17 – Directors’ meetings
- January 12 – Meeting with Innovative Services, re: 2023 Polaris subscription costs
- January 13 – (Library) Branch Planning Committee (BPC) virtual meeting
- Participation at Library’s ‘Holiday Cheer’ staff social event at Quinn’s Inn
- January 16 – Attendance at County Council regular meeting → presented KIR re: receipt of Service Delivery Review report

WORK IN PROGRESS:

- Collections Development: Adult fiction & non-fiction (print & digital); Teen fiction (print & digital); Juvenile easy-readers, picture books, non-fiction & graphic novels (print requests)
- Registrations for Ontario Library Association conference (Library Board members) – **February 1-4, 2023 (Feb. 4 – Board Boot Camp to be held virtually)**
- Working with Counties’ CAO to address Library Board’s recommendations for Job Description reviews (Systems Librarian, Community Librarian, Systems Support Coordinator & Communications & Marketing Coordinator)
- Preparations for Library Board orientation
- Preparation of Budget Summary document for presentation to Council in February



| ACTION REQUEST | |
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| To: Date of Meeting: Subject: Relevance to priorities: | Members of the Library Board January 19, 2023 Election of Library Board Chair |

RECOMMENDATION(S): That the Stormont, Dundas and Glengarry County Library Board elect one of its members to the position of Chair.

EXECUTIVE SUMMARY: Under SECTION 3.2, "Elections", Subsection 3.2.1 of the Stormont, Dundas and Glengarry County Library Board's **Procedure Bylaw** – "The Board shall elect one of its members as Chair at its inaugural meeting in a new term."

This Action Request addresses that Bylaw requirement.

OPTIONS AND DISCUSSION: None.

FINANCIAL ANALYSIS: None.



| ACTION REQUEST | |
|--------------------------|--|
| To: | Chair and Members of the Library Board |
| Date of Meeting: | January 19, 2023 |
| Subject: | Election of Library Board Vice-Chair |
| Relevance to priorities: | |

RECOMMENDATION(S): That the Stormont, Dundas and Glengarry County Library Board elect one of its members to the position of Vice-Chair.

EXECUTIVE SUMMARY: Past Stormont, Dundas and Glengarry County Library Boards have followed the practice of electing a Vice-Chair.

In the Library Board’s **Procedure Bylaw** (approved June, 2015, amended January, 2020), under Section 3, Officers, Elections and Appointments, subsection 3.1(b), the position of Vice-Chair is subject to election. Further, under subsection 3.2.2, “Elections”, “If more than once candidate is nominated for the Chair position, there shall be a secret ballot until one candidate receives a majority vote. In this situation, the second-place candidate may be offered the position of Vice-Chair.”

Further, in Section 3.5 “Terms of Reference of Officers, subsection 3.5.2 – “The Vice-Chair performs the duties of the Chair, in the absence of the Chair.”

This Action Request seeks to continue the practice of previous Boards in choosing to elect a Vice-Chair.

OPTIONS AND DISCUSSION: The *Public Libraries Act, R.S.O. 1990, c. P.44* (Section 14, “First Meeting”), is silent on the matter of election, appointment, or even the existence of a “Vice-Chair” of a Board. However, this position has always been an integral part of this Library Board, and the Board’s own **Procedure Bylaw** acknowledges its existence. It is not recommended to not choose a Board member for the position.

FINANCIAL IMPACT: None.



| ACTION REQUEST | |
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| To: | Chair and Members of the Library Board |
| Date of Meeting: | January 24, 2019 |
| Subject: | Appointment of CEO |
| Relevance to priorities: | |

RECOMMENDATION(S): That the Stormont, Dundas and Glengarry County Library Board appoint the Director of Library Services as Chief Executive Officer for the Library.

EXECUTIVE SUMMARY: It is stated in the *Public Libraries Act*, Section 15 (2), that “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.”

The Director of Library Services for SDG Counties’ Library Services Department has responsibility for these functions; her position is the de facto CEO of the SDG Library.

This is a “housekeeping” Action Request, made to comply with the requirements of the PLA.

OPTIONS AND DISCUSSION: Appoint the Director of Library Services as CEO of the SDG Library. **This is the recommended action.**

It is not recommended that the Library Board appoint another person who is less familiar with the operations of the Library, nor is it recommended that the Board not appoint anyone as CEO.

FINANCIAL IMPACT: None.



ACTION REQUEST

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| To: Date of Meeting: Subject: Relevance to priorities: | Members of the Library Board January 19, 2023 Appointment of Library Board Secretary-Treasurer |
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RECOMMENDATION(S): That the Stormont, Dundas and Glengarry County Library Board appoint the Director of Library Services to the position of Secretary-Treasurer.

EXECUTIVE SUMMARY: Under Section 3.3 “Appointments”, subsection 3.3.1, of the Library Board’s Procedure Bylaw – “Appointments of Secretary and Treasurer shall be made at the inaugural meeting in a new term. The same person may be both the Secretary and the Treasurer, and the Director of Library Services may be the Secretary and may be the Treasurer.”

This is also reflected in the *Public Libraries Act, R.S.O. 1990, c. P.44, Section 15 (3, 4, & 5)*.

This Action Request addresses the legal requirement to appoint a Secretary and a Treasurer.

OPTIONS AND DISCUSSION: None.

FINANCIAL ANALYSIS: None.

10 Things You Need to Know as a New Library Board Member

Understanding Public Library Board Governance in Ontario



Congratulations on being appointed to your local public library board! Over the next four years, you will participate in making many decisions that will shape public library service in your community for years to come.

You may not yet realize the importance or the scope of the role you've taken on, but with each board meeting you attend, you will come away with a better understanding of the library and the work involved in being an active board member. With a keen interest in the community, an open mind, and a willingness to learn, you are on your way to becoming a valuable board member who will contribute to informed decision-making that is in the best interest of the library.

Ontario residents rely on the public library to provide what they need to face the future with the resilience that comes from new knowledge, information, and skills. It is not a stretch to say that your community cannot afford to be without high quality public library service.

Thank you for agreeing to contribute to your community in this important capacity!

1

Public library service is free in the Province of Ontario.

The *Public Libraries Act* (PLA) and Regulation 976 specify that most library services must be offered to residents free of charge. This requirement makes the library different from other community services, which are often expected to generate revenue from user fees. Access to library service must remain free because universal access to information is a fundamental human right and a cornerstone of democracy.

2

The library board is a governing board that gets its authority from the Public Libraries Act.

As appointed by municipal council, the library board is a separate, independent corporation with the legal duty to provide “a comprehensive and efficient public library service that reflects the community’s unique needs” (PLA, 20a).

3

The library board exercises its authority by making informed decisions that focus on matters of governance.

Governance includes the following areas of responsibility:

- ✓ Employer obligations, as mandated by legislation

- ✓ Policy development and maintenance

- ✓ Financial stewardship

- ✓ Planning strategy and oversight

- ✓ Advocacy



These 10 statements constitute an overview of important aspects of library board governance in the province of Ontario. Each of the statements represents an important governance concept or an environmental factor that is crucial for board members to understand. Collectively, the statements are important because they contribute to effective library governance and successful libraries.

For more information, email: consulting@olservice.ca

4

As employer of library staff, the library board is required by legislation to appoint a chief executive officer (CEO) to oversee library operations.

Once appointed by the Board, the CEO manages library operations, freeing the library board to focus on governance. This is an important distinction for everyone to understand as it supports healthy board and CEO relationships and avoids confusion regarding roles and duties.

5

Board authority belongs to the board as a whole; individual board members have no authority.

The board exercises its authority through the collective decisions it makes, and records as motions, in the context of a legally constituted board meeting. Board members abide by those decisions made at board meetings.

6

Each board member has a legal obligation to act honestly, in good faith, and in the best interests of the library.

Because the *PLA* establishes the library board as a corporation, it means board members have a fiduciary duty to act in the best interests of the corporation. There is a duty of care and of loyalty, and an obligation to act honestly and in good faith. This includes all board members, whether appointed as a citizen representative or a council representative.

7

Library board meetings must be open to the public with advance notice given.

The board is required to hold seven regular meetings over the course of a year. Board meetings must be open to the public unless a closed meeting is warranted, as prescribed in section 16.1 (4) of the *Public Libraries Act*.

8

Good governance happens when the CEO and library board trust each other, respect each other, and work together.

The library board relies on the support and expertise of the CEO to be successful; and the CEO relies on the support and guidance of the library board to be successful.

9

Good governance happens in board meetings that are designed to support informed decision-making.

The board chair and CEO work together to create agendas that are engaging and forward thinking while also meeting the board's needs for accountability and wise stewardship. It's a process that takes time, but the best boards eventually find a collaborative style that balances camaraderie with candor and challenging conversations.

10

The municipality is the library's primary funder and a strategic ally.

While the library board is an independent corporation, it receives most of its funding from municipal tax dollars. Sustaining a collaborative mindset and a strong working relationship between the library and the municipality is, therefore, important work. Council representatives on the library board support this work by facilitating ongoing communication and opportunities for collaboration with the municipality. It is important that everyone understands that elected officials appointed to the library board have the same responsibilities and obligations as any other member of the board, including the right to vote.



Stormont, Dundas and Glengarry County Library Board

2023 Regular Meetings

January 19 – (First Meeting of new term; *PLA, 14.1*) – SDG Counties Administration (4:30pm)

February 16 – Morrisburg (or “Virtual”)

March 16 – Winchester

April 13 – Crysler

May 11 – Alexandria

June 8 – Long Sault? (open until 7:00pm)

September 14 – TBD (open until 7:00pm)

TBD – 2024 Budget Meeting – SDG Counties Administration

***October 19** – TBD

December 14 – TBD

*NOTE – October is Canadian Library Month, and Ontario Public Library Week (OPLW) will be celebrated from October 17-23, 2023. The Board tries (but is not required) to meet during OPLW to recognize the valuable contributions public libraries bring to the community.

Unless otherwise indicated, “Virtual” meetings begin at 4:30pm, while meetings held at branches begin at 6:00pm