



MEETING AGENDA
Stormont, Dundas and Glengarry County Library Board

Thursday, May 11, 2023, 5:00 p.m.

Alexandria Branch

170A MacDonald Blvd., Alexandria 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 - March 30, 2023	3
b. Library Board Regular Meeting Minutes -- October 20, 2022	7
5. Delegations	
6. Consent Items	
a. Statistical Summary (Circulation) - March & April, 2023	11
b. Statistics (full) -- January-March, 2023	13
c. Financial Report - April, 2023	15
d. Branch and Supervisors Reports - March - April, 2023	16
e. Information Services Coordinator / Technical Services Report - March-April, 2023	34
f. Community Librarian Report - not available	
g. Director of Library Services Report - April-May, 2023	35
h. Correspondence	
7. Action Items	

a.	Policy Development -- Inclement Weather and Unscheduled Closure Policy	36
8.	Discussion Items	
a.	OLS Board Assembly Meeting, April 20, 2023 -- Report	42
b.	Recruitment for Director of Library Services -- Update	
c.	"Love Your Library" Membership Drive, February-April, 2023 -- Report	44
9.	In Camera	
10.	Adjournment	

Stormont, Dundas and Glengarry County Library Board

Regular Meeting Minutes

March 30, 2023, 5:00pm

Winchester Branch, 547 St. Lawrence Street, Winchester ON

Members Present: Margaret MacDonald, Chair; Tony Fraser, Vice-Chair; James Algire; François Landry; Jason Broad; Jo-Anne McCaslin; Lachlan McDonald

Members Absent: None.

Staff Present: Karen Franklin, Director of Library Services; Kate Jones Miner, District Supervisor, District 1; Chantal Nugent-Anderson, Library Services Assistant, Winchester Branch

1. **Call to Order** – Meeting called to order at 5:11pm

2. **Adoption of Agenda**

Moved by Jason Broad

Seconded by Jo-Anne McCaslin

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

CARRIED

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

4. **Adoption of Minutes**

Library Board Regular Meeting Minutes – February 16, 2023

Moved by Lachlan McDonald

Seconded by François Landry

That the Stormont, Dundas and Glengarry County Library Board approves the Minutes of the February 16, 2023 regular Meeting, as written.

CARRIED

5. In Camera

Moved by Jason Broad

Seconded by Tony Fraser

That the Stormont, Dundas and Glengarry County Library Board proceed In Camera in order to address a matter pertaining to personal matters about an identifiable individual, including Library staff.

CARRIED

Moved by François Landry

Seconded by Tony Fraser

That the Library Board move from closed session without report.

CARRIED

6. Delegation

Peggy Malcolm, Consultant, Ontario Library Services, presented orientation information to the Board.

6. Consent Items

Moved by Tony Fraser

Seconded by Jason Broad

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

a. Policy Review – Board Code of Conduct (Policy)

Moved by Jason Broad
Seconded by Jim Algire

That the Stormont, Dundas and Glengarry County Library Board reviews and approves the Board Code of Conduct (Policy), as amended.

CARRIED

8. Discussion Items

Discussion Items included:

- a. Ontario Library Service (OLS) – Board Assembly Representation
- b. Policy Development – Inclement Weather and Unscheduled Closure Policy
- c. Square – Online Payments

Moved by Tony Fraser
Seconded by Lachlan McDonald

That the Stormont, Dundas and Glengarry County Library Board approves the introduction and implementation of the “Square” credit/debit payment system at three branches and for outreach activities as soon as possible, with implementations at two additional branches in the Fall of 2023, and

That the Board budget for the equipment and any forecasted service fees to complete the implementation at the remaining ten branches in 2024.

CARRIED

- d. Finch Branch/MakerLab – Facility & Service Review

Moved by Tony Fraser
Seconded by François Landry

That the Stormont, Dundas and Glengarry County Library Board permanently designates one of its centrally-located branches as the MakerLab, to provide access to (creation-based) technologies, and to provide programming opportunities for all individuals in our community to develop Science, Technology, Engineering, Arts and Mathematics (STEAM) skills.

CARRIED

- e. Dalkeith Plus! Visit, February 25, 2023
- f. Morewood “Express Depot” – Update

Moved by Jason Broad
Seconded by Tony Fraser

That the Stormont, Dundas and Glengarry County Library Board approves the introduction of an “Express Depot” alternative service delivery point at Sea Shell Salon in Morewood, Ontario, and authorize the Director of Library Services to establish a Partnership Agreement with that business’s proprietor, Shelly Hutt, and

That a return bin (aka “Book Drop”) be installed in the parking lot of the Morewood Recreation Centre as part of this alternative service delivery, in partnership with the Township of North Dundas, and

That this alternative service be deemed as a “pilot project” until 2025 Budget negotiations take place.

CARRIED

- g. (Annual) Chair’s Dinner

10. Adjournment

Moved by Jo-Anne McCaslin
Seconded by François Landry

That the Regular Meeting of the Stormont, Dundas and Glengarry County Library Board be adjourned, to meet again on Thursday, May 11, 2023 at 5:00pm at Alexandria Branch, or at the Call of the Chair.

CARRIED

Board Chair/Vice Chair

Secretary

Stormont, Dundas and Glengarry County Library Board

Minutes

**October 20, 6:00pm
Avonmore Branch Library**

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 6:10pm.

2. **Adoption of Agenda**

Moved by: David Smith

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**

Moved by: Lyle Warden

Seconded by: James Algire

That the Stormont, Dundas and Glengarry County Library Board approves the Minutes of the September 8, 2022 regular Meeting, as written.

CARRIED

5. Delegations

Palmer Douglas, contracted to review the Library's website to identify areas where improvements to accessibility (for those with visual impairment), presented his findings to the Board (during the Discussions part of the meeting).

6. Consent Items

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

Moved by: François Landry

Seconded by: Lyle Warden

That the Stormont, Dundas and Glengarry County Library Board approves the draft Electronic Monitoring Policy, Number 2022-02, as presented.

CARRIED

Moved by: François Landry

Seconded by: David Smith

That the Stormont, Dundas and Glengarry County Library Board approves the purchase in 2022 of the 'BiblioSuggest' (subscription-based) module from BiblioCommons using unspent funds from the Library's 2022 Budget, and authorize the Director of Library Services to sign all necessary documents to give effect to a contract for this service.

CARRIED

7. Discussion Items

Items discussed included:

- a) OLS Board Assembly Meeting Report (September 13, 2022)
- b) Website Accessibility – update
- c) Inclement Weather and Unscheduled Closures – guidelines
- d) Policy Development – Succession Policy for the Director of Library Services

Moved by: Lyle Warden

Seconded by: David Smith

That the Stormont, Dundas and Glengarry County Library Board approves the Succession Policy for the Director of Library Services, as amended.

CARRIED

- e) Stormont, Dundas and Glengarry County Library Board – 2018-2022
LEGACY DOCUMENT

Moved by: Lyle Warden

Seconded by: François Landry

That the Stormont, Dundas and Glengarry County Library Board approves its 2018-2022 Legacy Document, as amended.

CARRIED

8. Adjournment

Moved by Lyle Warden

Seconded by Jim Algire

That the Regular Meeting of the Stormont, Dundas and Glengarry County Library Board be adjourned, to meet again on Thursday, November 10, 2022, at 9:00am in the Boardroom of the Counties Administration Building for the 2023 Library Services Budget Meeting, or at the Call of the Chair.

CARRIED

Board Chair/Vice-Chair

Secretary

DRAFT

SDG Library

March 2023 Statistical Summary

Branch & Open Hours Per Week	Circulation					Borrowers	Visitors	New Patrons
	Print & A/V	eBooks & eAudiobooks	March 2023 Total	March 2022 Total	March 2023/2022 Difference			
Administration	166	10458	10624	10505	+1.1%	12	0	1
Alexandria (44)	3270	210	3480	3075	+13.2%	447	1325	34
Avonmore (20)	645	64	709	576	+23.1%	87	285	7
Chesterville (17)	881	127	1008	1318	-23.5%	160	410	8
Crysler (20)	1219	46	1265	967	+30.8%	118	470	15
Dalkeith Express	11	3	14	23	-39.1%	5	0	0
Finch (16)	606	44	650	279	+133.0%	66	202	5
Glen Walter Express	89	9	98	73	+34.2%	20	0	0
Ingleside (44)	1962	127	2089	1935	+8.0%	256	1214	21
Iroquois (20)	1102	100	1202	1102	+9.1%	160	530	9
Lancaster (44)	1431	119	1550	1540	+0.6%	218	672	19
Long Sault (30)	1522	115	1637	1681	-2.6%	238	660	26
Maxville (16)	632	65	697	484	+44.0%	81	221	4
Morrisburg (44)	1710	76	1786	1231	+45.1%	295	1194	37
South Mountain (16)	879	80	959	795	+20.6%	115	270	9
St. Andrews Express	136	6	142	124	+14.5%	27	0	0
Williamsburg (16)	544	50	594	919	-35.4%	81	173	0
Williamstown (17)	773	80	853	583	+46.3%	116	263	8
Winchester (44)	2109	152	2261	1319	+71.4%	272	1089	28
SYSTEM TOTAL	19687	11931	31618	28529	+10.8%	2774	8978	231

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

* Administration Branch statistics for eBooks & eAudiobooks can be broken down into 195 SDG Users + 9102 Cloudlink

eBooks & eAudiobooks	
cloudLibrary-Patron Usage	5,224
cloudLibrary-Collection Usage	11,931

SDG Library

April 2023 Statistical Summary

Branch & Open Hours Per Week	Circulation					Borrowers	Visitors	New Patrons
	Print & A/V	eBooks & eAudiobooks	April 2023 Total	April 2022 Total	April 2023/2022 Difference			
Administration	117	9126	9243	8753	+5.6%	14	0	2
Alexandria (44)	2852	225	3077	2743	+12.2%	409	1007	17
Avonmore (20)	636	47	683	630	+8.4%	85	226	8
Chesterville (17)	930	133	1063	1163	-8.6%	150	288	8
Crysler (20)	1288	24	1312	1050	+25.0%	112	425	6
Dalkeith Express	6	1	7	7		4	0	0
Finch (16)	411	32	443	288	+53.8%	60	116	4
Glen Walter Express	35	9	44	55	-20.0%	19	0	0
Ingleside (44)	1614	116	1730	2043	-15.3%	261	1056	13
Iroquois (20)	963	93	1056	1008	+4.8%	157	499	12
Lancaster (44)	1233	103	1336	1464	-8.7%	203	485	2
Long Sault (30)	1312	159	1471	1621	-9.3%	243	570	7
Maxville (16)	642	66	708	445	+59.1%	84	258	4
Morrisburg (44)	1391	72	1463	1116	+31.1%	283	964	24
South Mountain (16)	627	75	702	784	-10.5%	108	195	3
St. Andrews Express	106	9	115	123	-6.5%	21	0	1
Williamsburg (16)	486	41	527	918	-42.6%	75	210	4
Williamstown (17)	724	79	803	855	-6.1%	117	185	4
Winchester (44)	1843	147	1990	1613	+23.4%	278	712	15
SYSTEM TOTAL	17216	10557	27773	26679	+4.1%	2683	7196	134

"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	4966
cloudLibrary-Collection Usage	10557

SDG Library

First Quarter 2023 Detailed Circulation Statistics

Branch & Open Hours per Week	English			French			Audio Visual	Inter-library Loan	Other	Magazines	eBooks & eAudio-books	Q1 2023 Total	Q1 2022 Total	Q1 2023/2022 Difference	Borrowers	New Members
	Adult	Juvenile	Teen	Adult	Juvenile	Teen										
Administration	361	58	91	18	7	2	41	2	32	0	19667	20279	23509	-13.7%	43	2
Alexandria (44)	2464	2396	310	249	1345	71	1526	36	80	176	676	9329	5962	+56.5%	1276	91
Avonmore (20)	340	684	81	1	146	0	306	8	11	3	173	1753	1235	+41.9%	229	22
Chesterville (17)	949	744	68	0	15	1	491	26	11	41	356	2702	2730	-1.0%	415	23
Crysler (20)	625	496	114	105	1425	58	134	6	15	0	121	3099	2052	+51.0%	290	23
Dalkeith Express	5	0	0	0	0	0	0	3	0	13	18	39	48	-18.8%	12	0
Finch (16)	294	872	30	0	130	0	136	6	9	0	104	1581	563	+180.8%	181	11
Glen Walter Express	109	59	8	0	9	1	1	0	2	0	24	213	214	-0.5%	49	0
Ingleside (44)	1824	1946	208	34	281	2	591	115	34	110	406	5551	4513	+23.0%	733	59
Iroquois (20)	1143	912	137	0	33	0	472	30	14	5	281	3027	2171	+39.4%	452	20
Lancaster (44)	1587	1067	50	47	149	5	765	6	38	130	389	4233	3160	+34.0%	598	39
Long Sault (30)	1396	1276	60	20	160	0	963	20	19	51	389	4354	3374	+29.0%	644	43
Maxville (16)	568	413	94	0	123	2	477	4	8	4	192	1885	872	+116.2%	241	12
Morrisburg (44)	1370	1612	237	33	87	0	839	26	22	61	246	4533	2464	+84.0%	795	87
South Mountain (16)	680	1148	39	0	68	0	167	22	20	38	238	2420	1437	+68.4%	318	15
St. Andrews Express	153	57	13	6	9	0	62	4	0	0	25	329	284	+15.8%	71	0
Williamsburg (16)	403	472	104	0	12	0	317	5	12	63	134	1522	1882	-19.1%	218	5
Williamstown (17)	826	625	86	8	50	0	472	7	19	11	219	2323	1332	+74.4%	313	25
Winchester (44)	1561	2361	120	9	241	0	761	24	47	68	427	5619	2692	+108.7%	751	65
SYSTEM TOTAL	16658	17198	1850	530	4290	142	8521	350	393	774	24085	74791	60494	+23.6%	7629	542
	35706			4962												

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

eBooks & Audiobooks		
Q1 2023	Q1 2022	Q1 2023/2022 Difference
34529	25283	+36.6%

Interlibrary Loans to Other Library Systems		
Q1 2023	Q1 2022	Q1 2021/2020 Difference
373	375	-0.5%

SDG Library

First Quarter 2023 Detailed Activity Statistics

Branch & Open Hours per Week	Visitors	Ref. Question	Readers' Advisory	Outreach	Program Attendance			PAC Stations		
					Adult	Juvenile	Teen	PCs	Sessions	Hours
Administration	0	0	0	0	0	0	0	0	0	0.00
Alexandria (44)	3328	12	0	0	30	27	97	8	603	495.33
Avonmore (20)	599	3	7	0	10	49	0	2	32	21.27
Chesterville (17)	901	8	0	0	26	103	0	3	98	60.22
Crysler (20)	1004	14	17	0	9	325	0	2	46	18.87
Dalkeith Express	0	0	0	0	0	0	0	0	0	0.00
Finch (16)	523	12	9	0	11	103	0	5	54	38.83
Glen Walter Express	0	0	0	0	0	0	0	0	0	0.00
Ingleside (44)	3304	38	30	31	218	343	0	4	197	212.98
Iroquois (20)	1319	14	38	6	33	30	0	2	99	81.22
Lancaster (44)	1527	82	13	0	31	34	0	1	116	70.13
Long Sault (30)	1683	21	15	3	153	34	0	3	150	69.50
Maxville (16)	607	14	15	0	70	26	0	2	22	9.77
Morrisburg (44)	2772	54	21	7	121	277	78	4	540	323.87
South Mountain (16)	633	7	22	0	0	40	0	2	18	8.33
St. Andrews Express	0	0	0	0	0	0	0	0	0	0.00
Williamsburg (16)	422	22	9	0	6	0	0	2	27	18.30
Williamstown (17)	649	9	8	0	6	26	4	1	12	2.30
Winchester (44)	2384	57	70	2	12	465	3	4	209	85.50
SYSTEM TOTAL	21655	367	274	49	736	1882	182	45	2223	1516.42
					2800					

Database Usage			
Database	Q1 2023	Q1 2022	2023/2022 Difference
Ancestry Library	76	80	-5.0%
Flipster	599	1654	-63.8%
LinkedIn Learning	65	65	0%
MasterFILE Elite	46	45	+2.2%
Novelist Plus & K-8 Plus	32	46	-30.4%
PressReader	18793	18642	+0.8%
Teen Health & Wellness	0	0	0%
Kanopy	1084	1477	-26.6%
Mango	281	0	0.0%
World Book Kids	61	0	0.0%
Activity Center	18	0	0.0%

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

LIBRARY MONTHLY STATEMENT



For Period Ending 30-Apr-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	-3,877	-11,500	-7,623	-10,718
DONATIONS & SALES	-1,552	-7,850	-6,298	-3,456
TRANSFER FROM RESERVES	0	-204,420	-204,420	-30,630
Total REVENUE	-5,429	-362,031	-356,602	-184,334
EXPENSES				
FULL TIME WAGES & BENEFITS	252,965	936,733	683,768	719,398
BRANCH WAGES & BENEFITS	225,731	793,444	567,713	814,755
STUDENT WAGES & BENEFITS	0	22,971	22,971	22,384
BOARD MEETINGS & DEVELOPMENT	5,272	8,250	2,978	6,374
STAFF MILEAGE	1,512	6,200	4,688	6,304
STAFF TRAINING & DEVELOPMENT	4,697	19,715	15,018	12,046
PRINT MATERIAL	36,961	175,500	138,539	115,083
DIGITAL BOOKS	26,448	95,000	68,552	78,999
DATABASE SUBSCRIPTIONS	42,833	62,761	19,928	44,105
MAGAZINES, PERIODICALS & LEASED BOOKS	8,665	13,217	4,552	8,046
SUPPLIES & EQUIPMENT	6,424	28,603	22,179	27,719
PHONES & INTERNET	15,211	57,688	42,477	48,341
PROMOTIONS & WEBSITE	69,514	87,000	17,486	9,354
PUBLIC PROGRAMS	933	11,500	10,567	9,017
COMPUTER PURCHASES	2,508	8,900	6,392	4,281
SOFTWARE SUPPORT	34,577	66,302	31,725	64,715
DELIVERY & OUTREACH VEHICLES	1,627	46,250	44,623	34,259
COPIERS & PRINTERS	1,535	10,000	8,465	11,651
COPYRIGHT & PERFORMANCES LICENSES	1,608	2,119	511	1,987
BRANCH CLEANING	1,100	10,000	8,900	38,168
BRANCH RENTS, INSURANCE & SECURITY	3,431	234,759	231,328	227,049
FURNITURE PURCHASE	0	84,200	84,200	49,747
AUDIT & LEGAL FEES	0	3,750	3,750	4,664
SPECIAL PROJECTS	4,622	41,150	36,528	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	153,145
Total EXPENSES	748,171	3,005,764	2,257,593	2,751,877
Total GENERAL FUND	742,741	2,643,733	1,900,992	2,567,543



Branch & Supervisor Report – District 1

March 2023

CHESTERVILLE BRANCH: (Jenn H.)

- March was a busy month in Chesterville. The Nintendo Wii attracted quite a few patrons, young and old alike, and was a huge hit over March Break.
- March Break saw a huge influx of families who took part in the Branch's "DIY STEAM Experiments". Over 50 patrons enjoyed experiments such as self-inflating balloons, popsicle stick catapults and colour changing milk. Families also enjoyed the Ozobots Maker Kit during the Break. The caregivers had as much fun as the children!
- As always, "Adult Craft Night" was a huge hit, with full registration. Patrons had fun creating Pinecone Picture Frames to usher in Spring. Hats off to the wonderful patrons who dug around in their yards to donate pinecones of all shapes and sizes for this craft.
- For the first time in three years, Chesterville hosted a class visit. The grade 1/2s from St. Mary Catholic School enjoyed a story with LSA Jenn and then took out some books to enjoy back in their classroom.

CRYSLER BRANCH: (Josée B.)

- To encourage students to read during Spring Break, the school board initiated a reading challenge. Students were able to get bonus points by coming to the Library and parents took advantage to renew their membership or to become a member.
- The "Bricolo Buddies" bilingual program in partnership with the MakerLab/Finch Branch, was a great success. Both children and adults enjoyed the various painting activities, such as salt painting.
- Amongst her daily tasks, LSA Josee finalized the spring programs planning, completed various projects, and provided guidance on the specifics of the branch, prior to her 3-month assignment at the Alexandria Branch.
- CSA Ian N has joined the Chrysler Branch this month to as an acting LSA until the end of June while LSA Josée is on assignment in Alexandria.

MAKERLAB/FINCH BRANCH (Josée C.)

- "Bricolo Buddies," a bilingual painting program in conjunction with the Chrysler Branch, was a success! Patrons enjoyed the different painting crafts and visited each other's library Branches - some even for the first time!
- March also marked the end of the "Create it with Cricut!" program's Winter cycle. Our last session was a big hit in Maxville Branch and Josée took the time to begin planning for the Spring cycle as well.

- “Winter Tinkers” continued being well received with its regular attendees.
- Before March Break, staff saw an uptick in MakerKit requests made by other branch staff. A renewed interest in 3D printing, specifically for custom printing was also noted.
- The MakerLab also installed new shelving and was happy to report many families making use of the crafts area.
- The MakerLab welcomed the Friends of the Crysler Library for their monthly meeting on March 21. One of its members had taken part in the Cricut program and wanted the others to visit. Staff took advantage of the opportunity to showcase more MakerLab technology.

SOUTH MOUNTAIN BRANCH (Ginnette T.)

- South Mountain Branch hosted a range of activities for March Break. There was a fantastic turnout for the final instalment of the “Winter Storytime Series” with 22 people attending. Children listened to a story, worked on a yarn craft and played a couple of fun games. Other March Break activities included a “Board Game Night” and “Movie Matinee.”
- The Community bulletin board was moved to a larger, better trafficked space and a coffee station was established to welcome patrons. The Friends of the South Mountain Library donated the Keurig coffee maker and supply coffee for patrons free of charge.
- The “Bring a Friend Membership Drive” continues to be well received with new members registering almost every day.

WINCHESTER BRANCH (Rose D. and Chantal N.)

- Winchester Branch has been busy this past month. We were surprised and pleased with the great turnout of participants at our March Break Fun activities! Every day the branch had a passive program for families to enjoy. The “Art Attack Day” saw over 65 children participating in all the art activities in the branch! Children also enjoyed “Tech Day” and “Lego Day” and had a wonderful time with the Maker Lab’s Mindstorm kit.
- The Lounge is once again being booked by local organizations and non-profit groups as a place to host small meetings.
- Winchester was thrilled to host the local Girl Guides troop, who used our space for their meetings and our Wi-Fi and computers for their coding activities.
- Kindergarten Class visits continue to go well. Staff enjoy seeing the Winchester Public School Kinders and staff every month for a few stories and library time!
- We have had weekly sign-ups for new members. The “Bring a Friend Membership Drive” continues to be well received. One of our young patrons was a Prize winner in February and loved the library swag she received.
- 3-D print requests are on the rise. Multiple catalogue items and specialty print requests were ordered in the month of March. Winchester worked together with other branches that house our 3D printers to fulfill requests that made patrons’ days.
- “SDG Sculpts” received many entries of lovely snow sculptures created by SDG patrons.

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)
- Creation of in-Branch advertising materials and website images (ongoing)
- Finished troubleshooting the Dremel Digilab LC40 Laser cutter and was able to start making test prints.
- Attended MakerLab meeting of Les amis de la bibliothèque de Crysler
- Created report on MakerLab training that was run in December
- Liaised with North Dundas Township to advertise the North Dundas Branches March Break programs
- Participated in a meeting to streamline the volunteer process for the Library
- Attended virtual Biblioweb/events launch meeting
- Attended the Library Board meeting in Winchester

CHESTERVILLE BRANCH: (Jenn H.)

- Poor weather early in April didn't put a damper on attendance at the Chesterville Branch, which was hopping with activity post ice storm. The “Easter Scavenger Hunt” was a huge hit with parents and children alike. To rescue the kidnapped Easter Bunny, sleuths had to use the clues to find ten hidden Easter eggs, then they had to solve the riddle hidden in each egg. Participants were treated to an assortment of chocolate, juice boxes, and homemade cookies.
- “Cubelets” paid a visit to Chesterville from April 4-18. This popular MakerKit saw lots of use by children of all ages. Patrons were sad to see the little cubes leave, but they will be back for another round in May. In the meantime, the Wii continued to provide family fun.
- For Earth Day, patrons used recycled and natural materials to make bird feeders for our feathered friends. Pinecones and toilet paper rolls slathered in peanut butter then rolled in bird seed provided a smorgasbord. Patrons also decorated milk cartons and plastic bottles to be used as feeders.

CRYSLER BRANCH: (Ian N.)

- Crysler Branch partnered with The Friends of the Library/Les amis de la bibliothèque de Crysler, to bring in local francophone author, Gerard Grenier to discuss his book Souvenirs de Ferme-Rouge. It was wonderful to see the Branch was full for this author's visit!
- After a long pandemic staff returned the games to the shelves and colouring pages to the tables to make the library a destination again; the response from the community using these resources has been fantastic!
- To celebrate Canadian National Film Day, La Guerre Des Toques was featured in the Branch. Several young families participated in the celebration.
- Another month of very successful school visits – staff are starting to see some of the students appear on weeknights and weekends, outside of class hours!
- As winter ends, the Branch has seen larger numbers of patrons coming in for longer stays. This has been very encouraging to see.
- Acting LSA Ian and the team of CSAs have been doing a great job taking care of the Branch while Crysler's regular LSA covers in Alexandria.

MAKERLAB/FINCH BRANCH (Josée C.)

- “Tinker Thursdays” continued to offer STEAM-based learning challenges to families visiting the Branch – in April children have been challenged to morph animals together, build pyramids, and to create a dance pattern for the Ozobots.

- “Create it with Cricut” has also begun its Spring Cycle with LSA (and Maker Expert) Josée continuing to tour the system.
- “Two Peas in a Pod” was a fun, messy, and successful program. Expect to see some fresh peas from our little gardeners in June!
- Staff is happy to report that some families are connecting with one another while at the Branch and making plans to meet up again. LSA Josée has run out of room on her walls for all the artwork done by visiting children – especially the two homemade books given to her by young patrons who are regular visitors.
- Alongside other staff members, LSA Josée “manned” a table at CAPE, which drew in a total of 503 visitors over the weekend of April 22-23. Overall, it was an energetic and exciting event with both families and individuals in attendance. Josée had prepared a “Guess that Pokémon” Draw; by the end of the event she had a total of 181 entries and was pleased with the public feedback.

SOUTH MOUNTAIN BRANCH (Ginnette T.)

- In April, staff set up a display to promote Graphic Novel Month. Patrons were happy to receive special “Gnomio Bucks”, when checking out graphic novels.
- South Mountain was affected by the ice storm at the beginning of the month. The branch experienced a power outage for two days but was open as usual on the Saturday of Easter weekend.
- The first session of the “Spring Storytime” series was held to mark Earth Day. The Storytime featured a couple of read-alouds, and children had the chance to paint and make Earth Day seed bombs.
- Staff have collaborated with the Friends of the South Mountain Library Resource Centre on a project to refresh the children’s area.
- Staff completed a webinar called “Serving Library Users on the Autism Spectrum” and started work on the Excel course, “Customer Service Essentials for Frontline Public Library Staff.”

WINCHESTER BRANCH (Rose D. and Chantal N.)

- In April, Winchester welcomed Emily Murray, author of [Alixandria Fire](#), for a social hour and book signing. Patrons have been excited to have the chance to participate in events once again where they can meet with authors face-to-face and discuss their love of books.
- 3D print requests have continued to be popular this month. Young people especially enjoyed using their “Gnomio Bucks” from graphic novel borrowing to cash in for 3D print prizes!
- Winchester Branch has welcomed some new organizations in the non-profit sector who have booked the lounge for meetings and training.
- Winchester Branch was also the host for the District 1 Meeting. Staff enjoyed connecting with other staff members and having the chance to show off current displays in the branch.
- “Monday Morning Storytime” Spring session has seen the return of our wee patrons, their moms and caregivers. Storytime will run till the end of May.

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)
- Worked on 'SDG Reads' materials (ongoing)
- Program coordination for District 1
- Coordinated with other supervisors and local municipal personnel to get branches back on track after ice storm
- Worked with DS Lorna to put together materials for CAPE; worked at the booth for a shift. The interaction this booth provided with the public was lovely to see and to be a part of!
- Led District Meeting in Winchester for District 1
- Participated in the interviews for new CSA hires
- Biblioevents training meeting (virtual with other DSs and Information Services Coordinator)
- Bibliocommons training: Intro to Biblioweb
- Bibliocommons training: Overarching Taxonomies
- Bibliocommons training Course 2: Building Your Website

April 1, 2023**INGLESIDE BRANCH: (Linda P. and Colleen C.)**

- Local artist Brenda King displayed her artwork at the Ingleside Branch this month. The series of paintings are called "Stand with Ukraine" and many members of the local community dropped in to view the artwork.
- Diane Lunan's workshop "How to Start Gardening" was enjoyed by over forty patrons in the later part of the month. Just the idea of spring and working with plants again had everybody enthusiastic to have spring here.
- LSA Colleen continued with school classes visiting the library this month. She held a March break "Wacky Wednesday" which several children commented on that they loved. The missing shoe game, the bowling game and of course seeing their school friends were all quite popular.
- LSA Linda led a lively discussion on the book Jetsetters at the monthly Ingleside Book Mates meeting.
- LSA Linda had a Mom and her two daughters stop in during March Break, the Mom had asked the girls what they wanted to do during March Break. The seven-year-old said she wanted to see how many SDG branches they could visit during the week. How inspiring is that! It was Thursday and they had already visited Chrysler, Finch, Long Sault, and Ingleside. They had two days left and were excited to see how many they could visit, and Mom was thrilled she could return the items at any SDG branch.

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

- March started out with a "Local Author" (& pirate) James MacIntyre visiting the branch to introduce our young patrons to Bo, the Far Too Polite Pirate. Everyone enjoyed hearing about the adventures of Bo and "pirate-themed" colouring pages were very popular!
- March break brought a "Monkey See, Monkey Do, Preschool Storytime" to our branch much to the delight of our little attendees. Monkey-themed books were displayed and happily checked out by our patrons.
- The Staff display of "pinch proof" green books attracted many patrons to check out books and take on the mantra of the St. Patrick's Day theme "I-rish I Had More Time to Read"
- Staff continue to deliver items to some of our patrons who are physically unable to come to the library.
- Patrons are very appreciative of help they receive from staff to set up their CloudLibrary accounts and a lesson on navigating the site along with the good news that their is now a "Kids Mode" component to CloudLibrary.

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

- “March Break Fun” provided “drop-in” activities for all ages to enjoy such as Megs Blocks, String Art, Play-Doh, Do-A-Dot Rainbows and Friendship Bracelets. Children enjoyed these activities while parents were able to browse our library books and resources.
- The “Bird Feeder Fun” event was successful as well. Families were able to complete three types of bird feeders and take home a guide with the recipes to make more. It was a busy and messy afternoon, but everyone left with a smile! Special thanks to “The Friends of the Long Sault Library” for their donation towards this event.
- Behind the scenes, Darlene and Stacey have been very busy processing uncirculated books in our Branch. The shelves are now updated, giving us room to display more books.
- Arlene Barnhart, a local artist, has been featured at the Long Sault Branch this month. Her “Bird and Flower” themes have provided a Spring welcome to all!

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

- “Spice Club” had its second meeting this month with the featured spice being turmeric. It was great to welcome several new members to the club, some coming from as far away as Lancaster. Some members couldn’t make the meeting but reported back that they had tried several recipes. One woman enjoyed the cake recipe so much from five spice meeting the month before that she decided to replace her go to spice cake recipe with the new one!
- We had an emoji themed March break this year with emoji themed crafts and activities, an emoji paint night, and an emoji movie night. The paint night was quite popular with requests to do this activity again in the future. It was great to see some of our class visitors come over the break to check out the library with their families!
- The “Seaway Knitters” have returned to the branch after a three-year hiatus. They’re a lively group who’ve already grown in numbers this March. They’ve brightened up these grey days with lots of energy and enthusiasm.
- The branch held its first “Homeschool Hub” program recently. This is a time for homeschooling families to connect with each other and enjoy the library. The button maker made a welcome appearance and families were thankful to have a place to gather and share their love of learning.
- Staff welcome patrons in for computer use daily; whether for printing, studying, or entertainment. We have been thanked often for providing support for patrons who struggle with technology.

WILLIAMSBURG BRANCH: (Jennifer D.)

- The “Books N’ Beans” program is progressing steady with regular attendance.
- The branch was very busy over the March break with families coming for extended visits with their children to enjoy our selections of books, Legos and puzzles.
- Thursdays have become a regular toddler day, with multiple families coming with their preschool aged children to play. LSA Jennifer has planned to implement a “Spring Storytime” to complement the visits.
- New books display have been made to encourage patrons to read something outside their regular genre and have been well received.

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 program posters and patron handouts for upcoming events (ongoing)
- Author Event with James MacIntyre in Iroquois (March 4)
- Management Meeting (March 6)
- Assisted in the Interview process for the temporary LSA position in Alexandria with fellow colleagues.
- Reviewed CSA applications with fellow District Supervisors
- Reviewed Summer Student Applications with fellow District Supervisors
- Attended a Health & Safety Meeting regarding the onboarding of Volunteers (March 10)
- Assisted fellow colleagues in the collection maintenance in both Iroquois and Long Sault branches.
- Research and assisted branch staff and a patron with downloading eBooks onto a Kobo
- Attended the Zoom - Kicking off BiblioWeb and BiblioEvents (March 17)
- Completed and finalized Spring Programs
- Assisted in compiling articles, programs, and special features for the Navigator.
- Discussion with fellow colleagues regarding upcoming District Staff Meetings and Agenda
- Assisted in the launch of Staff Emails
- Continued connecting with local businesses in search of donations for our Membership Drive
- Contacted South Dundas Municipality regarding lighting in Morrisburg Branch
- Contacted Bell regarding issues with the Internet connection in Morrisburg Branch



Branch & Supervisor Report – District 2

May 11, 2023

INGLESIDE: (Linda P. and Coleen C.)

- LSA Colleen, a champion of the “Forest of Reading” national program, hosted over 76 students during class visits in the month of April from Our Lady of Good Counsel Catholic School.
- Ingleside was an important community resource facility during the recovery efforts after the ice storm. Patrons that experienced extended loss of power accessed the Library for warmth, internet services, to charge their devices and connect with community members. Staff ensured people were able to have a hot coffee or tea before going back out into the cold.
- The Ingleside Book Club “Book Mates” read West with Giraffes by Lynda Rutledge. A lively discussion was had on this emotional novel that is based on a true story set in depression-era America. The book club kit was generously donated by a member of the book club, allowing other book clubs in the SDG Library system to enjoy this coming-of-age love story.
- Staff received training on the new Square point of sale systems to prepare for debit and credit transactions in branches.

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

- During April, staff facilitated two drop-in craft programs that were well attended by families. The "Easter Craft" as well as the "Earth Day Grass Head" were successful. Staff witnessed an abundance of enthusiasm and young patrons were able to learn new creative skills.
- Iroquois Branch was filled with the "Magic of Storytelling", and guest speaker Bill Lalonde's passion to connect local family histories and to keep the art of storytelling alive was a delight to patrons.
- Staff have been busy promoting and celebrating "Graphic Novel Month", and the “Gnomio Bucks” initiative proved successful as an increase in Graphic Novel collection circulation has been reported.
- Patrons have commented on their building excitement for the system-wide "SDG Reads" events. Staff have encouraged patrons to guess who the featured author might be.

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

- “Spring Storytime with Christine” was held on April 6th for pre-school aged children and their caregivers. Participants enjoyed the theme of bunnies, and early literacy skills were fostered in stories, songs, fingerplay activities, and crafts.
- Long Sault's in-branch book club continues to be popular. Steady attendance allows for a feeling of connection to be built within the community.
- April's graphic novel campaign was well-received by patrons, and our younger graphic novel readers enjoyed collecting their “Gnomio Bucks”, browsing the collection, and making plans as to when they would return to the branch to spend their acquired bucks.

- Long Sault Branch was an important resource for patrons after the ice storm, who utilized the Wifi and charging capabilities of the branch.
- Arlene Barnhart, a local artist, was featured at Long Sault Branch during April. Her “Bird and Flower” themed paintings provided a Spring welcome to all!

MORRISBURG BRANCH: (Stacey P. and Cheryl T.)

- Morrisburg’s “After School Club” continued to grow steadily in attendance during April, as pre-teen (ages 10-12) students attended the program every Wednesday. MakerLab activities enjoyed by the club this month included stomp rockets, egg catapults, games, and slime making.
- The newly created “Homeschool Hub” was very active during its most recent meeting with many families gathering to explore the library, enjoy provided resources and share ideas together.
- Morrisburg’s “Easter Extravaganza” program featured many “egg-citing” activities, including an egg hunt, egg catapults, stories, and crafts. A very popular “Literary Bunny” contest drew many creative young patrons. The branch was full of bunnies disguised as favourite book characters and many “oohs and ahhs” were exclaimed over the posted entries!
- The “Spice Club” saw continued growth and interest from the public. Participants have been enjoying the group so much that they are bringing friends. One patron couldn’t believe it when we closed the meeting, she felt the time had flown by too quickly! The next spice kit features sumac, which was donated and prepared by one of the enthusiastic members.
- The recent membership drive was a big success in Morrisburg. Staff were pleased to sign up many new members just in the month of April! Staff commented “It has been a privilege to witness the excitement as new members get plugged in to all that we have to offer.”

WILLIAMSBURG BRANCH: (Jennifer D.)

- Williamsburg hosted its Easter Egg Hunt on April 8; the branch was visited by over 50 patrons and community members throughout the day. Families stopped in to browse the collection and take a break to warm up from the cold.
- The “Books N’ Beans” program held on Saturday mornings has been well-received by patrons looking to reintroduce themselves in the community.
- The “Library Escapades” program for preschool children and their caregivers has also been moving along smoothly with regular attendance. Families have enjoyed themed stories, songs, and simple crafts.
- Public access computer stations have been consistently used for Ancestry research.
- The children's section of the branch has been rearranged, opening the space to foster room to connect, create and explore.

DISTRICT SUPERVISOR: (Jessica L.)

NOTE: Jessica Lomborg started working as District Supervisor on April 17, 2023

- Regular scheduling, time sheets, board reports, and reports to Council (ongoing)
- Technology troubleshooting and support for staff and patrons (ongoing)
- Frontline customer service including email, and phone inquiries (ongoing)
- District Supervisor Training (ongoing)

- Coordination of Summer pop-up events
- Collection maintenance (ongoing)
- Coordinated courier coverage (ongoing)
- Attended BiblioEvents Training
- BiblioWeb Training (on going)
- Occupational Health and Safety Course for Supervisors Training (on going)
- Supervisor Due Diligence Training (on going)
- Completed Branch Tours
- Coordinated collaboration with local speech-language pathologist who provides care to stroke survivors in the community to connect patients with our assistive reading resources.



Branch & Supervisor Report – District 3

March 30, 2023

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

- LSA Iris ran a successful LEGO Mindstorm program over the course of two weeks. Participants learned to build and program robots and the event culminated in a robot battle!
- “Family Movie Night” using our Kanopy service was hosted in Alexandria. Patrons learned how to use the Kanopy App for streaming at home and enjoyed some popcorn.
- March Break was busy with young visitors playing games, using the Branch’s video game consoles, and building with LEGO. A Library Scavenger hunt encouraged participants to explore our services and allowed one lucky child to win a prize.
- LSA Josée joined the Alexandria team on temporary assignment from Crysler Branch. Our patrons welcomed her warmly.

AVONMORE BRANCH: (Kelsey D.)

- On March 4, Avonmore Branch hosted the “Little Adventurers” program. Pre-school children enjoyed colour-sorting activities, puzzles and decorating large name art. Staff were able to arrange pick-up for participants who could not attend due to inclement weather.
- The Branch was decorated for St. Patrick’s Day and staff arranged displays of themed books for adults and children. Spring themed displays were also popular with patrons as they look forward to warmer weather.
- March Break activities were set up for families with young children. A St. Patrick’s Day themed number activity was particularly popular.
- Staff have been prioritizing collections maintenance and ensuring that the branch is a welcoming environment.

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

- With growing demand for technology troubleshooting, the monthly “Bring Your Own Device” help program helps to streamline patron questions and concerns.
- “Cairnview Book Club” continues to be well attended. A lively discussion on The Dearly Beloved was enjoyed by all members. They have expressed appreciation for the convenience of our Book Club Kits.
- “Maple Syrup Storytime” was held on March 11 for pre-school age children and their caregivers. Participants enjoyed singing, dancing and learning about local maple syrup harvesting traditions.

- Staff created a display to highlight Branch and District programming to enhance attendance.
- Lancaster patrons utilized the library during March Break with young patrons enjoying a library scavenger hunt and the “STEAM Educational Activity Bins”. Caregivers used the branch iPad, internet, printing and Reader’s Advisory services.

MAXVILLE BRANCH: (Emily A.)

- “Cover to Cover Book Club” read The Measure by Nikki Erlick. Staff continue to see positive engagement on social media and have planned titles through the fall.
- Maxville’s in-branch book club continues to remain popular. Steady attendance allowed for a feeling of connection to be built within the community.
- The MakerLab’s Cubelets came for a visit to Maxville over March Break. Patrons enjoyed exploring this STEAM kit.

WILLIAMSTOWN BRANCH: (Julie C.)

- During a class visit, Williamstown Public School’s kindergarten class participated in a crayon themed storytime and enjoyed creative colouring activities.
- The Branch was decorated with balloons and streamers for the “Freedom to Read Party” for teens. Teens and tweens connected with each other over hot chocolate, bingo and discussions surrounding banned and challenged books.
- The “Bring a Friend Membership Drive” encouraged families to sign up their friends and children for library cards and attracted new members. One family expressed amazement at the Library’s additional services.
- An increase in visitors was noted during the March Break with the puppet theatre and LEGO stations being popular. Card renewals were also noted to be increased.
- The “Raisin River Reads Book Club” was excited to reconnect after a long break. The book club met in branch to discuss The Magic Strings of Frankie Presto and plan their summer Book Club Kit borrowing.
- The “Sandywoods Estate Book Club” read Crying in H Mart. The organizer expressed appreciation for the 6-week loan period for book club kits to assist members in accessing the materials.

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, French 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 at Alexandria Branch (ongoing)
- Spring 2023 Navigator Program Guide + Mini Guides
- Management meeting (March 6)
- Coordination of pop-up Library at CAPE (Cornwall) and Women's Day (Alexandria)
- Interviews and orientation for Temporary LSA position in AL
- Interviews and candidate selection for TD Summer Reading Club Facilitator
- Coordination of Spring/Summer SDG Library pop-up events
- EXCEL Course: Community Outreach
- District Meeting (March 31)



Branch & Supervisor Report – District 3

May 11, 2023

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

- April Fool's hit the branch hard – many books were turned around; signage went for a wander and there was just enough chaos for everyone. Patrons enjoyed the foolishness, and all is back in order at the branch!
- In the aftermath of the ice storm, many patrons were grateful that Alexandria remained open and provided access to computers, printing, Wi-Fi and charging services along with a warm cup of coffee.
- Popcorn was served for "National Canadian Film Day." Mighty Jerome was screened, which told the tale of racial prejudice in Canada's athletic world.
- Isabelle Utovac showcased her artwork, featuring multiple mediums, during the month of April. As always, patrons enjoyed being able to view the work of a local artist and support the Library.

AVONMORE BRANCH: (Kelsey D.)

- Classes from Avonmore Public School have started visiting the branch! Teachers enjoy the ability to use their institutional membership cards to check out supplementary materials for their students.
- Over Easter Weekend, the Avonmore Recreation Association (ACAA) held an "Easter Egg Hunt" at North Stormont Place. This event encouraged patrons to visit the branch to borrow items and have their library cards renewed.
- Avonmore hosted the MakerLab's "Cricut Creator Series" in April. Participants enjoyed creating acrylic sheet art, and are looking forward to future maker programs.
- Patrons who enjoy graphic novels have been eager to collect "Gnomio Bucks" to enter various prize draws. Staff have noticed an increase in graphic novels arriving through the courier.
- The announcement that 'SDG Reads' is returning has generated excitement amongst patrons. Everyone has expressed interest in the announcement of our author for this year's event!

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

- Lancaster patrons continue to access the branch for Wi-Fi access, computer use, printing and scanning. Many patrons have expressed gratitude for these services during income tax season.
- The "Cairnview Book Club" now has ten patrons. In April, the group read Send for Me by Lauren Fox.

- Lancaster Branch hosted local author Emily Murray for a book signing event for Alixandria Fire. The event was well attended by the community.
- “STEAM Educational Activity Bins” continue to generate interest at the branch. Parents have expressed interest in similar initiatives.

MAXVILLE BRANCH: (Emily A.)

- SDG Library’s virtual “Cover to Cover” book club read I Must Betray You by Ruta Sepetys in April. Maxville Branch staff have planned and announced the remaining selections for 2023, including plans to read books by the ‘SDG Reads’ author in September.
- Maxville’s in-house book club read The Music of Bees by Eileen Garvin in April. This book club remains popular with local patrons.
- Patrons have been fascinated by the Library’s Ozobots. This maker kit teaches robotics and programming in a fun and accessible way for children.

WILLIAMSTOWN BRANCH: (Julie C.)

- “Raisin River Reads Book Club” met to discuss The Book of Two Ways, by Jodi Picoult, over coffee and refreshments. Members shared their reviews and opinions about the book in an engaging meeting.
- Williamstown Branch hosted a “Graphic Novel Showcase” to highlight some of our graphic novel collection. Activities for all ages were available, including the MakerLab’s button maker. Patrons created buttons from repurposed comic books and graphic novels.
- LSA Julie presented a system-wide program to celebrate Graphic Novel Month. Throughout the month of April patrons were rewarded with “Gnomio Bucks” for checking out graphic novels and could redeem them for various prizes.

DISTRICT SUPERVISOR: (Lorna P.)

- Regular scheduling, time sheets, board reports, & reports to Council (ongoing)
- Technology troubleshooting and support for staff and patrons (ongoing)
- Collection maintenance and Graphic Novels, French 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 at Alexandria Branch (ongoing)
- SDG Reads Coordination (ongoing)
- Online program registration (ongoing)
- Successfully acquired Canva for Non-Profits for Library Use
- Coordination of Spring/Summer pop-up events; including coordination of pop up to CAPE (April 22-23)
- Interviews and candidate selection for Casual Support Assistant positions

- Assisted with onboarding of new District Supervisor
- EXCEL Course: Community Outreach
- Writing of annual performance reviews
- Assisted with installation of new shelving in Williamstown
- Launched Square payment system in Alexandria and prepared to launch in Lancaster
- Prepared posting for Lancaster Library Services Assistant position



TECH SERVICES REPORT

May 11, 2023

CATALOGUING/ACQUISITIONS TECHNICIANS: (Lucinda F.)

- Processed automatic release plan (ARP) selections for adults, children, teen, and French materials.
- Submitted carts for purchase suggestions.
- Repaired damaged items so they could continue to be circulated.
- Processed inter-library loan materials as both a borrower and a lender.
- Updated/corrected cataloguing issues and printed new spine labels as needed.
- Reviewed processes for inter-library loan services to ensure steps are clear and efficient.

INFORMATION SERVICES COORDINATOR: (Cheryl S.)

- Attended Library Administration, Branch Planning Committee, Tech Services, Management Team, and Health & Safety meetings.
- Reviewed and discussed branch cash transactions and reporting with Finance Department and Library Administrative Assistance for the setup of POS (point of sale) system that would allow for online payment of fees and fines for library services. Attended staff training sessions in Alexandria and Morrisburg.
- Attended meeting with cloudLibrary representatives to discuss pay per use audiobook program settings, ARP selections, training, and reports.
- Weekly "check-in" meetings with Implementation Specialist from BiblioCommons for new library website. Continued to work on course 2 and 3 for BiblioWeb and completed basic taxonomies for audience, format, genre, topic, and programs.
- Coordinated training dates for "page builder" training with District Supervisors.
- Completed training session with District Supervisors for new BiblioEvents, a management and promotional platform for library programs and events. Set up branch locations, program types and events on platform.
- Led Virtual Ancestry Club and in person Ancestry Club at the Ingleside Branch.
- Compiled monthly and quarterly statistics for Library Board information.
- Branch tours of District 2 with new District Supervisor, Jessica Lomborg.
- Assisted with implantation of multi-factor authentication for library staff and branch email accounts.



April-May, 2023

DIRECTOR OF LIBRARY SERVICES

May 11, 2023

WORK COMPLETED:

- Collections Development – Adult and Teen eBooks & eAudiobooks; Purchase Suggestions (Adult); Adult fiction (print); Large Print fiction & non-fiction (print); Teen fiction & non-fiction (print)
- Preparations for **Library Board regular Meeting – Thursday, May 11, 2023, 5:00pm at Alexandria Branch**
- Attendance at weekly Directors’ meetings with CAO
- April 6-15 – vacation
- April 26 – recognition of Administrative Professionals’ Day (flowers for Admin Assistant)
- April 27 – participation in departmental hosting of “Birthday Break” for Counties employees
- May 1 – onboarding of Summer Reading Club & Outreach Facilitators (summer students)
- May 2 – attendance at “UCSDG DC Study – Library” (virtual) Meeting
- May 5 – participation in (staff) “SDG Strategic Plan - Planning Session”

WORK IN PROGRESS:

- Collections Development – Suggestions for Purchase (Adult); Travel books (print); children’s non-fiction (print & digital)
- Working with Counties’ CAO to address Library Board’s recommendations for Job Descriptions (Manager of Community Services/Community Services Coordinator, Systems Support Coordinator & Communications & Marketing Coordinator) and recruitment
- Preparation of (new) Lease Agreements for Library facilities
- Investigation of viability of additional “Express Depot” location(s)
- Preparation of orientation material for new Director of Library Services



ACTION REQUEST

To: Date of Meeting: Subject: Relevance to priorities:	Members of the Library Board May 11, 2023 Policy Development – Inclement Weather and Unscheduled Closure Policy
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RECOMMENDATION(S): That the Stormont, Dundas and Glengarry County Library Board approves the DRAFT Inclement Weather and Unscheduled Closure Policy, as presented.

EXECUTIVE SUMMARY: A DRAFT Inclement Weather and Unscheduled Closure Policy was first presented to the Library Board for discussion at its March 30, 2023 regular meeting. The development of this policy was guided by an understanding that the SDG Library has a responsibility for maintaining services to the public inasmuch as possible, but that the Library is obliged to consider both its operations and the safety of staff and Library patrons when there is a possibility of unscheduled closures of branch facilities.

During discussions, Board members indicated that, in addition to a couple of minor additions to wording, the Policy should also include information regarding the importance of communications from the Library to local municipalities (as facility landlords) and to the general public who might not otherwise know that Library operations could be affected. The attached DRAFT Policy has included those revisions.

Of interest to the Board, the recent ice storm experienced in SDG (and elsewhere on April 5-6, 2023) presented the Library with an opportunity to deliver services to the public that might otherwise have been overlooked by many. These services included having branches open to the public as warming stations, to charge personal (technology) devices, and to access the internet and other library services that may be needed, especially by those who were without power. Thus, reference to the positive aspects of the Library in challenging situations has also been added to the Policy.

OPTIONS AND DISCUSSION: Approve the DRAFT Inclement Weather and Unscheduled Closure Policy with the revisions that were discussed, as presented. **This is the recommended action.**

The Library Board may choose to further revise this policy. If that is the case, formal approval will need to take place at a later Board meeting.

FINANCIAL ANALYSIS: None required.

Inclement Weather and Unscheduled Closure Policy

Policy Level: Operational

Author: Director of Library Services

Date of Formal Board Approval: May 11, 2023

Policy number: 2023-01

Purpose

The purpose of this policy is to outline roles and responsibilities in situations where the Stormont, Dundas and Glengarry County Library (doing business as “SDG Library”) temporarily suspends or curtails operations due to an emergency situation, including but not limited to severe weather or power disruptions, as well as in cases when the Library remains in operation but some staff experience difficulty reporting to work due to inclement weather or other emergency conditions. The extent of any suspension or curtailment will differ depending on the particular circumstances and the nature and location of the affected operations. The suspension of Library service may also result from community-wide emergencies and recommendations prompted by the United Counties of Stormont, Dundas and Glengarry’s [Emergency Response Plan](#).

Guiding Principle

The SDG Library has a responsibility for maintaining services and, therefore, the application of this policy must consider both the operational obligations of the Library as well as the safety of Library staff and patrons. The SDG Library will make every effort to maintain services despite inclement weather or other circumstances that could disrupt the normal operations of the Library.

Responsibility for Decision-Making

The determination to close any or all branches of the SDG Library shall be made by the Director of Library Services or designate, except where evacuation is essential for staff and public safety or by order of police, fire officials, or the United Counties of Stormont, Dundas and Glengarry’s Emergency Control Group. As many SDG Library service points are located within shared facilities, any determination made by the hosting or partner organization to close a facility will influence the Director of Library Services’ evaluation. Consultation with the Counties’ Training and Emergency Management Coordinator will be initiated where appropriate.

Conditions Warranting Closure

The following conditions *will* warrant closure of individual branches of the Library:

- a) **Non-emergency closing:** Failure of heating/cooling equipment during periods of extreme weather, lack of electrical power, inability to access the security monitoring

system (“panic buttons”), lack of computers available at staff service points for an extended period of time, or inadequate staffing levels.

- b) **Emergency evacuation:** Building problems resulting in clear and present danger to employees and/or patrons (e.g. gas leak, noxious/toxic fumes, or fire) or any event such as a criminal investigation, severe accident involving injury, severe building damage.
- c) **Non-openings, delayed openings, or early closings:** The operational status of the Library *may* also be affected by inclement weather. Where inclement weather is in play, the determination to close some/all branches of the Library will be based upon:
 - General conditions of roads, both present and projected
 - Requests for closure(s) by local or provincial agencies
 - Severe Weather Warning, as issued by Environment Canada
 - Closure of host facilities
 - Availability of staff to open and operate the Library facility
 - Condition of parking lots and walkways

If the Library closes prior to the scheduled closing time, all full-time employees and any part-time employees already present at work shall be paid for the remainder of their shift. Employees may be paid for scheduled hours not worked when the Library is closed due to inclement weather. Library operations will be resumed when feasible. All employees will be deemed to be “on call” for what would otherwise be a regular workday, and available to return to work upon notification by Library management or other Library communication channels. Employees who are able to perform their regular duties from home may be required to work remotely until such time that they are recalled to their scheduled workplace/branch.

If the Library is not to be opened to the public at all, every effort shall be made to make this determination at least two hours before the scheduled opening time, and to alert **the Library’s municipal partners, the public, and** all scheduled staff.

Employees instructed by the employer not to report for their scheduled shift, or to leave work due to an emergency, will be compensated at their normal hourly rate for the balance of their shift. This compensation is on the basis that, during the emergency, they are to remain available for a call-in to work to complete the balance of their shift as deemed necessary by the Director of Library Services or designate. When circumstances require the closure of only select branches, then staff of these branches may be redeployed to other branch locations. This may result in a change in the number and/or timing of scheduled shifts. Employees who refuse scheduled shifts at alternate locations will not be compensated for any shifts cancelled as a result of the closure.

If a closure continues beyond one day, staff shall be responsible for remotely accessing their work email accounts and/or contacting their direct supervisor each day for instructions as to whether the Library is open or closed.

In some cases, such as temporary power outages, the Library will be evacuated and closed temporarily to the public, however staff will be required to stay on site for up to two (2) hours until the situation is resolved, or more information is available regarding the timeline of an expected resolution. If the outage is expected to continue past 5:00pm, or if no information is available regarding an expected return of service as of 4:00pm, the affected Library branch(es) will be closed for the remaining regular hours of operation. In addition to the immediate evacuation of patrons, failure of electricity for more than 30 minutes after dark will also prompt closure of the impacted service point(s) for the remainder of the day.

Staff Responsibilities

Staff acknowledge that there is no one strategy to mitigate service interruptions caused by inclement weather.

During periods of poor weather, employees are expected to make every reasonable effort to report for work as scheduled. It is recognized, however, that inclement weather may cause significant transportation problems or locally hazardous conditions. Employees are expected to give first consideration to their personal safety in evaluating their ability to commute to work. In such cases, the following protocol shall be observed:

1. An employee may decide not to come to work or leave early at such time as information is broadcast that:
 - A public road is closed by the police (due to weather) that is a main arterial route to the facility from that employee's residence.
 - A major storm is imminent which, for purposes of clarity, is a Severe Weather Warning as issued by Environment Canada that directly affects Stormont, Dundas and Glengarry or the employee's place of residence.
2. In all of the situations found in Number 1., the employee is expected to contact their direct supervisor as soon as practicable and advise the reason(s) that they will not be coming into work or will be leaving work early. If there is a loss of pay, an employee may request an opportunity to make up the time, if organizational needs and timing permit; scheduling of this shift shall be at the discretion of the employee's supervisor.
3. Employees who are able to perform their regular duties from home must consult with their supervisor when considering the feasibility of working remotely as a result of inclement weather.
4. In all cases, the employee and supervisor shall mutually ensure that there is a minimum negative impact on operations when making such a decision.

Communication of Closure

In cases where Library closure is determined prior to regular hours of operation, the Director of Library Services or designate will initiate communication of the closure to Library staff via email or telephone or text.

Communication of closures to the public is very important, and all available communication channels will be used to inform SDG residents when there is a decision made to close Library branches. Similar communications will also be directed to local municipal offices.

For those people already in the Library, staff on duty will inform all users of the closure, and ensure that they exit the Library safely and have time to arrange for transportation, if necessary.

Efforts will be made by staff on duty to directly inform any impacted program registrants or volunteers if possible.

Conversely, the SDG Library will prioritize communications – both directly to the public and to local municipalities – regarding branches that are able to be open during inclement weather or other emergency situations, and will indicate whether those facilities may be used by the public

as warming stations, as technology charging points – especially for residents who are without power – or to access other Library services that may be needed, depending on the situation.

Program & Service Interruption

The Library offers a variety of programs of a drop-in, instructional, pre-registered, and incremental basis. In situations where inclement weather conditions prevent the provision of Library programming and/or services, the following time guidelines will be used to make a decision of upcoming closures and/or cancellations:

- By 8:30am – cancellation of morning programs or bookings
- By 11:00am – cancellation of afternoon programs or bookings
- By 2:00pm – cancellation of evening programs or bookings

Recognizing that program cancellations and facility closures are in the best interest of public safety, staff will make every attempt to reschedule programs and, if necessary, credit participants for the full value of the (booking) period that was interrupted.

In all cases, no overdue charges will be levied for items due on a closed day.

REPORT TO THE SDG LIBRARY BOARD
Ontario Library Service (OLS) Spring 2023 Board Assembly Meeting
(Population 40,000-74,999)

Margaret MacDonald, Chair
May 11, 2023

Introduction

The Ontario Library Service (OLS) held its Spring 2023 Board Assembly Meeting virtually on April 20, 2023 from 4-6:00 p.m. A total of 38 public libraries were represented at the meeting, many by newly appointed board members.

Ontario Library Service Update

Partnership with the Centre for Addiction and Mental Health (CAMH)

Two workshops are being held using library-centric experiences and scenarios that address identified mental health issues facing library workplaces:

- Managing Mental Health in the Workplace for Leaders Workshop (4 hours – date TBD)
- Customer Service and De-escalation Training Workshop (2.5 hours – date TBD)

Partnership with Centre for Equitable Library Access (CELA)

- The “[CELA Service in Ontario Public Libraries](#)” certificate is open to library staff and volunteers at all service levels in both English and French. The program provides a comprehensive overview of CELA’s services in four one hour-long recordings.

Training Opportunities for Boards

- [Governance 101: Library Board Training](#), at select locations and virtually
- Board resources on the Governance Hub at librarygovernance.ca
- LearnHQ.ca
- [Training Bulletin](#)

Where do I find all these resources? www.LibraryGovernance.ca

- [10 Things you Need to Know as a New Library Board Member](#)
- [Appointed to the Library Board? What you need to know as a Municipal Councillor](#) (updated)
- [Recorded Webinars](#)
- [Governance 101 Training Videos](#)
- [Original podcast from OLS focused on Governance](#)
- [Valuing Ontario Libraries Toolkit](#) (updated version coming soon)

Ontario Library Service Virtual Conference: Save the Date

- For Library staff: September 27
- For Board members: September 28 (evening) – *Note that we have a board meeting that night, however sessions are usually recorded.*

Ontario Library Boards' Association (OLBA)

- OLBA's newly revised [Cut to the Chase](#), the essential primer for Ontario Public Library Boards, is available online and for hard-copy purchase (updated in 2022).
- The Ontario Library Association (OLA) Super Conference will be January 24-27, 2024 (in-person and virtual) and includes the Saturday OLBA Trustee Boot Camp Program.

Federation of Ontario Public Libraries (FOPL)

Advocacy initiatives

- Provincial Budget Asks
- Municipal Outreach and Education

Roundtable Discussion

The roundtable discussion during the meeting was dynamic and broad-reaching on everything including, but not limited to:

- [Strategic Planning resources](#)
- [Board Development resources](#)
- [Library acronyms](#)
- Population growth and municipal development
- Accommodations for patrons with allergies to service animals
- Incidents and issues of safety/security in the library
- Drag story time protests and challenges
- [Policies](#)
- Budget estimate process
- Board recruitment and building diversity
- Board appointments process
- [CEO evaluation](#)
- [CEO salary survey](#)
- Logo design and rebranding
- Meeting room fees
- Terms of Reference for Committees
- [Friends Groups](#)
- [CEO recruitment](#)
- [OLS Board Assemblies](#)



“Love Your Library” Membership Drive Report

As one way of addressing the SDG Library’s strategic goal of Community Outreach, staff undertook a Membership Drive in early 2023.

What: February is ‘Love Your Library Month’. To show their love for the SDG Library, we encouraged members to bring a non-member friend to register for a SDG Library membership card. Both parties would be given a ballot for a monthly prize draw, with a grand prize draw at the end of the Drive.

When: Wednesday, February 1-Sunday, April 30

Promotional Materials: Posters were posted in branches and local community centres. Social media marketing occurred on Facebook, Instagram and TikTok. Bookmarks were available at branches for patrons. Staff also prepared a website article: (<https://www.sdqlibrary.ca/news/love-your-library-membership-drive>).

Who: Any resident of SDG who didn’t have a Library card (and their member friend)!

Existing members were encouraged to bring a non-member friend to an SDG Library Branch to register for a Library card. Existing members received a pink ballot and new members received a white ballot.

At the end of each month, one ballot of each colour was drawn for a Library “Swag” prize. All ballots were then be sent to Administration for the Grand Prize Draw, which occurred at the end of April.

Patrons were also encouraged to post reasons why they love their Library using pre-made postcards, available at each branch.

Results:

In February, **138 new members** were registered. This happened during a short month with several unscheduled closures (due to inclement weather).

In March, **231 new members** joined the Library.

In April, SDG Library registered **134 new members** (Morrisburg Branch registered 23 of these!).

In total, over the course of this Membership Drive (the first in >10 years), the Library registered **503 new members**; we increased our (active) membership by 7.4% (compared to 2021).

By comparison – for the entire year of 2021, 972 new members joined the Library.

According to the Strategic Plan’s “Year 1 Work Plan” (July 1, 2022-June 30, 2023), we missed our target of a 12% increase in membership, but it’s important to recognize our achievements as we continue to work on our own staffing capacity, as well as introducing several new initiatives and campaigns, all while the Membership Drive was occurring. And, it’s not yet June 30...