



**MEETING AGENDA**  
**Stormont, Dundas and Glengarry County Library Board**

**Thursday, January 13, 2022, 4:30 p.m.**  
**Virtual Meeting, Broadcast live on YouTube**

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	<b>Pages</b>
<b>1. Call to Order</b>	
<b>2. Adoption of Agenda</b>	
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.	
<b>3. Declaration of Pecuniary Interest</b>	
<b>4. Adoption of Minutes</b>	
a. Library Board Regular Meeting Minutes - December 9, 2021	3
<b>5. Delegations</b>	
<b>6. Consent Items</b>	
a. Statistical Summary (Circulation) - December, 2021	7
b. Statistics (full) -- July-September, 2021	8
c. Financial Report - December, 2021	10
d. Branch and Supervisors Reports - December, 2021	11
e. Systems Librarian Report - Not available	
f. Community Librarian Report - Not available	
g. Director of Library Services Report - December, 2021-January, 2022	17
h. Correspondence -- Federation of Ontario Public Libraries	18
<b>7. Action Items</b>	
a. OLA Super Conference -- Board Registrations	20
<b>8. Discussion Items</b>	
a. Statistical Reports	

**9. In Camera -- Strategic Planning Session**

Section 5.4 of the Library Board's Procedure Bylaw --

A meeting of the Board may be closed to the public if the following conditions are both satisfied:

1. the meeting is held for the purpose of educating or training members;  
and
2. at the meeting, no member discussed or otherwise deals with any matter in a way that materially advances the business or decision-making of the Board or one of its committees.

**10. Adjournment**

## Stormont, Dundas and Glengarry County Library Board

### Minutes

December 9, 2021, 4:30 p.m.

Virtual Meeting, Broadcast live on YouTube

Members Present: Margaret MacDonald, Chair; Tony Fraser, Vice-Chair; James Algire; François Landry; Alex MacIsaac; David Smith

Members Absent: Lyle Warden

Staff Present: Karen Franklin, Director of Library Services

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1. **Call to Order**

2. **Adoption of Agenda**

**Moved by** François Landry

**Seconded by** David Smith

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**

### Library Board Regular Meeting Minutes – October 21, 2021

**Moved by** Tony Fraser

**Seconded by** Jim Algire

That the Stormont, Dundas and Glengarry County Library Board approves the Minutes of the October 21, 2021 regular Meeting, as written.

**CARRIED**

5. **Delegations** – none.

6. **Consent Items**

**Moved by** Tony Fraser

**Seconded by** Alex MacIsaac

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** David Smith

**Seconded by** François Landry

That the Stormont, Dundas and Glengarry County Library Board reviews the three submitted Quotes for Strategic Planning services, and select the organization that best meets the Board's priorities, AND

That the Director of Library Services be authorized to sign all necessary documents to give effect to a contract with Laridae Communications, Inc. for these services.

**CARRIED**

**Moved by** Alex MacIsaac

**Seconded by** Jim Algire

That the Stormont, Dundas and Glengarry County Library Board approves the permanent elimination of overdue fines for all Juvenile (Children's) materials as of March 1, 2022, AND

That the Board authorizes staff to make the necessary adjustments to the Library's current lending processes to support a more timely return of all items being borrowed, AND

That the Board authorizes staff to waive all outstanding overdue fines on Juvenile (Children's) materials, AND

That the Board approves an Amnesty period of two months for those overdue items currently on loan, to be returned without fees or processing charges, starting on January 4, 2022, AND

That the Board authorizes the resumption of overdue fine collection for all materials (other than Juvenile materials) as of March 1, 2022.

**CARRIED**

**8. Discussion Items**

- a. **Ontario Library Service – Fall 2021 Board Assembly Meeting**
- b. **2022 Library Board Meeting Schedule**

**Moved by** Dave Smith

**Seconded by** François Landry

That the Stormont, Dundas and Glengarry County Library Board approves the 2022 Library Board Meeting Schedule, with a 4:30pm start time for "virtual" meetings, and a 6:00pm start time for in-person meetings.

**CARRIED**

**9. In Camera – None.**

**10. Adjournment**

**Moved by** Tony Fraser

**Seconded by** Alex MacIsaac

That the Regular Meeting of the Stormont, Dundas and Glengarry County Library Board be adjourned, to meet again virtually on Thursday, January 13, 2022 at 4:30pm, or at the Call of the Chair.

**CARRIED**

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Board Chair/Vice Chair

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Secretary

DRAFT

# SDG Library

## December 2021 Statistical Summary

Branch & Open Hours Per Week	Circulation					Borrowers	New Patrons
	Print & A/V	eBooks & eAudiobooks	December 2021 Total	December 2020 Total	December 2020/2019 Difference		
Administration	58	9299	9357	8188	+14.3%	10	0
Alexandria (44)	1931	211	2142	2186	-2.0%	269	28
Avonmore (20)	413	53	466	286	+62.9%	43	2
Chesterville (17)	865	130	995	564	+76.4%	98	0
Crysler (20)	632	35	667	861	-22.5%	67	2
Dalkeith Express	10	6	16	74	-78.4%	4	0
Finch (16)	142	11	153	326	-53.1%	27	4
Glen Walter Express	48	2	50	117	-57.3%	11	0
Ingleside (44)	1369	154	1523	1993	-23.6%	194	7
Iroquois (20)	602	83	685	710	-3.5%	87	7
Lancaster (44)	1063	111	1174	1532	-23.4%	150	7
Long Sault (30)	1174	169	1343	1149	+16.9%	157	7
Maxville (16)	272	52	324	302	+7.3%	61	4
Morrisburg (44)	838	122	960	1567	-38.7%	170	4
South Mountain (16)	408	55	463	398	+16.3%	66	4
St. Andrews Express	60	8	68	83	-18.1%	17	0
Williamsburg (16)	505	33	538	539	-0.2%	61	1
Williamstown (17)	569	81	650	480	+35.4%	73	6
Winchester (44)	911	115	1026	1807	-43.2%	127	12
<b>SYSTEM TOTAL</b>	<b>11870</b>	<b>10730</b>	<b>22600</b>	<b>23162</b>	<b>-2.4%</b>	<b>1692</b>	<b>95</b>

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

\* Administration Branch statistics for eBooks & eAudiobooks can be broken down into \*\*\* SDG users + \*\*\* cloudlink

eBooks & eAudiobooks	
cloudLibrary-Patron Usage	5162
cloudLibrary-Collection Usage	10,757

# SDG Library

## Third Quarter 2021 Detailed Circulation Statistics

Branch & Open Hours per Week	English			French			Audio Visual	Inter-library Loan	Other	Magazines	eBooks & eAudio-books	Q3 2021 Total	Q3 2020 Total	Q3 2021/2020 Difference	Borrowers	New Members
	Adult	Juvenile	Teen	Adult	Juvenile	Teen										
Administration	328	39	36	15	18	0	71	1	3	0	30,937	31448	30568	+2.9%	34	2
Alexandria (44)	1792	1166	203	184	794	14	927	35	30	141	1725	7011	6464	+8.5%	770	47
Avonmore (20)	159	415	29	1	50	0	30	1	2	5	562	1254	680	+84.4%	121	15
Chesterville (17)	836	725	48	2	127	0	334	2	5	52	922	3053	1101	+177.3%	266	11
Crysler (20)	589	348	9	111	160	5	223	2	7	0	231	1685	1749	-3.7%	187	13
Dalkeith Express	22	0	1	0	0	0	31	3	0	1	75	133	126	+5.6%	23	0
Finch (16)	195	391	26	8	15	0	23	0	15	0	300	973	448	+117.2%	111	4
Glen Walter Express	140	36	1	3	10	0	0	0	0	0	49	239	153	+56.2%	45	0
Ingleside (44)	2014	1502	198	38	88	0	601	78	28	104	1351	6002	7014	-14.4%	620	58
Iroquois (20)	921	1020	160	1	37	0	244	21	6	5	752	3167	1087	+191.4%	274	20
Lancaster (44)	1403	1150	90	21	160	12	651	20	20	109	861	4497	4471	+0.6%	459	36
Long Sault (30)	1015	477	101	10	103	0	511	23	16	24	809	3089	1585	+94.9%	427	11
Maxville (16)	323	167	44	0	68	0	122	3	6	2	491	1226	597	+105.4%	162	5
Morrisburg (44)	1113	974	217	10	66	0	577	10	15	56	1131	4169	5150	-19.0%	506	30
South Mountain (16)	533	614	21	0	38	0	74	4	11	51	530	1876	855	+119.4%	237	13
St. Andrews Express	115	57	2	0	5	0	44	1	0	0	87	311	247	+25.9%	46	0
Williamsburg (16)	250	405	97	0	2	0	294	2	15	174	344	1583	670	+136.3%	150	10
Williamstown (17)	590	573	50	4	94	0	111	1	2	27	517	1969	740	+166.1%	227	13
Winchester (44)	1206	958	147	2	102	0	417	9	25	101	908	3875	5632	-31.2%	437	41
<b>SYSTEM TOTAL</b>	<b>13544</b>	<b>11017</b>	<b>1480</b>	<b>410</b>	<b>1937</b>	<b>31</b>	<b>5285</b>	<b>313</b>	<b>206</b>	<b>852</b>	<b>42582</b>	<b>77560</b>	<b>69337</b>	<b>+11.9%</b>	<b>5102</b>	<b>329</b>
	<b>26041</b>			<b>2378</b>												

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

eBooks & Audiobooks		
Q3 2021	Q3 2020	Q3 2021/2020 Difference
42582	45406	-6.2%

Interlibrary Loans to Other Library Systems		
Q3 2021	Q3 2020	Q3 2021/2020 Difference
302	0	+100.0%



# SDG Library

## Third Quarter 2021 Detailed Activity Statistics

Branch & Open Hours per Week	Visitors	Program Attendance			PAC Stations			Database Usage (Sessions)			
		Adult	Juvenile	Teen	PCs	Sessions	Hours	Database	Q3 2021	Q3 2020	Q3 2021/2020 Difference
Administration	0	0	0	0	0			Ancestry Library	91	161	-43.5%
Alexandria (44)	1243	114	21	0	8		126.68	Flipster	1075	789	+36.2%
Avonmore (20)	73	0	0	0	2		0.70	Lynda.com	16	291	-94.5%
Chesterville (17)	325	4	8	0	4		18.40	MasterFILE Elite	6	0	
Crysler (20)	237	0	0	0	2		7.50	Novelist Plus & K-8 Plus	58	12	+383.3%
Dalkeith Express	0	0	0	0	0		0.00	PressReader*	16497	14530	+13.5%
Finch (16)	153	0	15	0	5		4.86	Teen Health & Wellness	0	1	-100.0%
Glen Walter Express	0	0	0	0	0		0.00	Kanopy [NEW]	761	N/A	N/A
Ingleside (44)	1575	0	12	0	6		78.12				
Iroquois (20)	544	0	0	0	2		4.53				
Lancaster (44)	850	0	0	0	4		40.43				
Long Sault (30)	719	0	169	0	5		14.52				
Maxville (16)	222	12	0	0	2		11.87				
Morrisburg (44)	934	10	49	0	8		70.45				
South Mountain (16)	250	0	0	0	2						
St. Andrews Express	0	0	0	0	0		0.00				
Williamsburg (16)	208	0	0	0	2		4.02				
Williamstown (17)	753	0	0	0	2						
Winchester (44)	287	0	0	0	6		31.08				
<b>SYSTEM TOTAL</b>	<b>8373</b>	<b>140</b>	<b>274</b>	<b>0</b>	<b>60</b>	<b>0</b>	<b>413</b>				
		<b>414</b>									

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

**LIBRARY MONTHLY STATEMENT**



For Period Ending 31-Dec-2021

	2021	2021	2021	2020
GENERAL FUND	ACTUAL	BUDGET	VARIANCE	YEAR'S ACTUAL
<b>REVENUE</b>				
ANNUAL PROVINCIAL FUNDING	-131,761	-131,761	0	-131,761
ONTARIO CAPACITY FUNDING	-650	-1,116	-466	0
STUDENT FUNDING	-19,467	-12,249	7,218	-11,545
FEES & FINES	-6,026	-21,500	-15,474	-7,115
DONATIONS & SALES	-3,094	-9,625	-6,531	-6,569
TRANSFER FROM RESERVES	0	-76,198	-76,198	0
<b>Total REVENUE</b>	<b>-160,998</b>	<b>-252,449</b>	<b>-91,451</b>	<b>-156,990</b>
<b>EXPENSES</b>				
FULL TIME WAGES & BENEFITS	800,455	851,887	51,432	792,501
BRANCH WAGES & BENEFITS	676,598	807,619	131,021	721,476
STUDENT WAGES & BENEFITS	18,924	18,480	-444	0
BOARD MEETINGS & DEVELOPMENT	3,944	7,215	3,271	7,239
STAFF MILEAGE	3,073	7,700	4,627	2,716
STAFF TRAINING & DEVELOPMENT	8,173	15,380	7,207	10,471
PRINT MATERIAL	114,847	160,500	45,653	114,381
DIGITAL BOOKS	65,558	70,500	4,942	71,481
DATABASE SUBSCRIPTIONS	30,334	58,362	28,028	41,492
MAGAZINES, PERIODICALS & LEASED BOOKS	18,353	11,460	-6,893	8,955
SUPPLIES & EQUIPMENT	17,692	25,465	7,773	23,363
PHONES & INTERNET	45,489	62,700	17,211	61,274
PROMOTIONS & WEBSITE	9,560	23,300	13,740	12,621
PUBLIC PROGRAMS	7,100	9,550	2,450	1,783
COMPUTER PURCHASES	1,333	8,970	7,637	11,275
SOFTWARE SUPPORT	52,350	50,383	-1,967	53,477
DELIVERY & OUTREACH VEHICLES	5,498	35,400	29,902	32,675
COPIERS & PRINTERS	8,750	15,625	6,875	7,234
COPYRIGHT & PERFORMANCES LICENSES	1,244	3,350	2,106	1,244
BRANCH CLEANING	58,596	43,920	-14,676	49,250
BRANCH RENTS, INSURANCE & SECURITY	200,278	218,289	18,011	196,980
FURNITURE PURCHASE	56,262	74,510	18,248	53,448
AUDIT & LEGAL FEES	3,053	3,200	147	3,053
SPECIAL PROJECTS	10,542	29,100	18,558	8,231
SUPPORT FROM OTHER DEPARTMENTS	151,306	151,306	-0	146,154
TRANSFER TO RESERVES	0	0	0	22,118
YEAR'S SURPLUS/DEFICIT	0	0	0	146,677
<b>Total EXPENSES</b>	<b>2,369,311</b>	<b>2,764,171</b>	<b>394,860</b>	<b>2,601,569</b>
<b>Total GENERAL FUND</b>	<b>2,208,314</b>	<b>2,511,722</b>	<b>303,408</b>	<b>2,444,579</b>



## **Branch & Supervisor Report – District 1**

**January 13, 2022**

### **CHESTERVILLE BRANCH: (Jennifer H.)**

- During the last months of 2021, Chesterville saw a steady number of patrons browsing and using the public computers.
- Chesterville's book club, 'Book, Line and Thinkers', met online via Microsoft Teams in both November and December. The branch also received an inquiry about joining the book club. Attendance at these meetings holds steady at around five participants, with several past members looking to return once in-person meetings resume.
- 'Maker Minute in a Bag' was a success in Chesterville, with patrons coming in specifically to pick one up. All Maker Minute bags were distributed within a week.
- LSA Jennifer continued to provide support to the Winchester Branch by working the Friday shifts throughout the month of December.

### **CRYSLER BRANCH: (Josée B.)**

- The "LEGO Challenge – Santa's Village" virtual program, hosted by LSA Josée (Crysler) and LSA Rose (Winchester), was a success. The program included a contest where impressive creations were submitted, and a video of these creations was released on social media.
- Thanks to the generosity of patrons, seventeen items were collected during the Library's food drive.
- 'Maker Minute in a Bag' was a hit amongst the little makers of Crysler. The ten bags received were all gone within a couple of days.
- LSA Josée kept busy preparing fifteen kits (including four kits for Finch) for each of the last two themes of this 'Storytime-to-Go' series. These kits are appreciated by parents and the children seem to really enjoy the crafts and activities provided.

### **MAKERLAB – FINCH BRANCH: (Josée C.)**

- Our 'Maker Minute in a Bag' take-aways have flown off the shelves! Parents were very happy to receive a whole lot of activities to do with their children. Already, patrons are asking about the next edition, so LSA Josée has begun planning for a March Break edition with "Soaring into Spring" as the theme.
- The MakerLab has also been busy creating die cuts and 3D prints for other branches and their programs or displays. The Lab has seen more patrons return to in-person visits and we welcomed four new patrons to our branch in December. Josée has continued to order books for her regulars, both young and old.

- LSA Josée has learned to tune the 'Library of Things' instruments, troubleshoot the Ultimaker 3, tinker with the Cricut machine, and is organizing a virtual program called "Catch that Gnome!".
- The branch received forty-six non-perishable donations for the Library's system-wide food drive.

### **SOUTH MOUNTAIN BRANCH: (Ginette T.)**

- LSA Ginette has been busy researching and planning for the branch's upcoming "Chocolate Spoons" program. This virtual offering will be posted to the Library's YouTube page in February. The program will also include ingredient kits that will be distributed to patrons.
- LSA Ginette submitted a 'Meet the Staff' article to be featured in the Winter 2022 Navigator, in addition to banner ads to promote the SDG Library Shop and the Kanopy streaming service.
- Assistance has been provided to several patrons who have visited the branch looking to print their enhanced COVID-19 vaccine certificates. Help in downloading certificates to smartphones was also provided.

### **WINCHESTER BRANCH: (Rose D.)**

- In December, Winchester continued to see many patrons coming into the branch for their holds, to use the public computers, and for faxing and printing services. Prior to reverting back to curbside pick-up, staff saw an increase in patrons coming in to use their own devices, as well as an uptake in new memberships.
- Patrons were very pleased to see that the 'Maker Minute in a Bag' was being offered again to households with children. The response has been very positive! Parents appreciate all the staff time and effort that is put into the Maker Minute activities as well as the 'Storytime-to-Go' kits.
- LSA Rose collaborated with Crysler LSA Josée on a successful virtual LEGO program – the "Santa's Village LEGO Challenge". Space for the program was limited and all virtual seats were filled almost immediately. A slideshow of all LEGO submissions was created to showcase everyone's hard work.
- Winchester is thankful for our Dundas CSAs who have been filling in until a new LSA is hired – they have been doing a great job!

### **DISTRICT SUPERVISOR: (Jenna L.)**

- Promotions and/or staff support for District 1 programs/projects.
- Practices and procedures for Finch MakerLab, including overseeing special projects and onboarding of new maker expert.
- Interviews and candidate selection/preparation for Winchester LSA (December 7).
- Planning for District 1 Wrap Up Meeting (held December 13).
- Assisting Community Librarian with Winter edition of 'Navigator Flash', including coordinating content and sharing of best practices.
- Frontline customer service (in-person assistance, email and phone inquiries).
- Technology troubleshooting (eg. printers, PAC stations, etc).
- Staff scheduling and timesheets, training, and technology support.
- Planning for Winchester's upcoming branch renovation project in collaboration with North Dundas Township.



## Branch & Supervisor Report – District 2

January 13, 2022

### **INGLESIDE BRANCH: (Linda P. & Colleen C.)**

- An Ingleside patron, Lucas, was pleased to receive his free 3D print job which he won from the LEGO Challenge.
- Ingleside patrons were quite generous this year with the annual food drive which ran from December 1 until December 15. The first group of items collected up to December 6 was delivered to the Osnabruck Food Drive so they could put their Christmas baskets together. We delivered a total of sixty-five items that went towards the baskets. A grand total of one hundred and fifty items were collected this season.
- Patrons young and old loved the new 'Maker Minute in a Bag'; the kits literally flew off the shelves. The phone rang non-stop after the social media post announcing that the kits had arrived at the branches. Many thanks go out to Josee and Jenna at the MakerLab for making these kits happen.

### **IROQUOIS BRANCH: (Jeannette D. & Eleanor P.)**

- December was a busy month with many Christmas books being checked out from the staff displays.
- Prior to the return to curbside, patrons were coming in to use the PAC stations quite regularly.
- WiFi, faxing, printing, and copying continue to be much appreciated services.
- Staff have had several patrons, especially parents of young children, asking if we have an approximate date for in-person programming to begin once again.

### **LONG SAULT BRANCH: (Christine D. & Joann L.)**

- Patrons have slowly returned to the branch for short visits. The Christmas books and DVDs were still the favourite items of the month. A Christmas themed basket was set up in the children's section, and parents remarked how comfortable it made them feel: a quick-in-and-out and a great selection for the season. The children loved it as well!
- The December food drive collected sixty-six various grocery and personal hygiene items throughout the month. All donations were passed on to the Long Sault Firefighters Association and were included in their Annual Christmas Food Drive.
- The public computer stations were used by the community to download and print vaccine certificates and QR codes. This process brought us several renewed patrons, and even some generous donations.

### **MORRISBURG BRANCH: (Stacey P. & Kate M.)**

- Over the past few months, LSAs Stacey and Kate have been collecting and receiving donated plants to help brighten up the branch. Our 'Library Garden' has now grown to over thirty beautiful house plants, most that have been lovingly named after some of our favourite authors. Patrons have enjoyed finding their favourite authors among the greenery as well as among the stacks.
- Patrons lined up for our famous 'Maker Minute in a Bag', scooping the kits up within a couple of days after its media release. These popular kits have become a favourite among our regular families, and the staff enjoy hearing and seeing all their neat creations.
- Staff continue to help patrons with the printing of their vaccination certificates. We receive daily requests for this service from the community, resulting in many new faces at our doors. The community is very grateful for this service and have expressed their gratitude about the free copy and excellent customer service.
- Due to the recent changes and developments regarding COVID-19, the Library moved to curbside services with the focus of keeping staff and patrons safe during this time. Patrons continue to be understanding and supportive of these decisions and are grateful for our online eResource collections, 24hr WiFi availability and the ability to continue requesting items through staff and the website.

### **WILLIAMSBURG BRANCH: (Cheryl T.)**

- Prior to the holidays, the 'holiday hours' bookmarks were appreciated by patrons as both a reminder to plan their Library visits accordingly and to stock up on materials to enjoy the season! Many patrons were requesting extra books, magazines, and DVDs to pass the time during long winter evenings.
- The "Maker Minute" bags flew off the shelf and grateful families have reported back that they have loved all the activities included.
- An outreach visit was made to the grades one and two classes at Timothy Christian School in Williamsburg. The Ozobots created quite a stir and older siblings are waiting for the day when their class might get to try some "bot" coding. Students had the opportunity to use the button maker and they designed and wore their buttons with pride.

### **DISTRICT SUPERVISOR: (Cheryl S.)**

- Administrative duties including scheduling, supervision, and reports
- Attending weekly Team meetings and Management meetings
- Technology support and training for staff and public
- Collection maintenance and collection development for picture books, easy readers and board books
- Program planning for Winter 2022 session
- Staff support for transition to curbside pick-up services
- Direct public service including cover in the desk, answering email and phone inquiries, providing readers advisory, reference and referral



## Branch & Supervisor Report – District 3

January 1, 2022

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

- The children's COVID-19 vaccination clinics held at the Alexandria Sports Palace brought in many families who according to most mothers were dragged in by their children when they noticed the library. The new patron tally went up by over 21 new members.
- Some members have expressed their gratitude for the walker available at the branch. Many patrons with canes, find it next to impossible to look for books and hold on to them so the walker with basket provides a more comfortable library experience.
- The branch received great number of food donations for our food drive, and all were given to St. Vincent the Paul food bank with much gratitude.
- To get into the holiday spirit the branch was looking very festive with our Christmas tree and new Christmas reusable window decals.

### **LANCASTER BRANCH: (Valerie E. and Rachel L.)**

- LSA Valerie hosted a virtual holiday gathering with members of the Cairview Book Club with a focus on holiday-related favourites.
- The demand for print/fax services remained consistent while older patrons continued to request help with computer use, navigating the internet and printing documents.
- Rachel Lacey formerly from Williamstown Branch was hired for the Lancaster LSA vacancy. Both Rachel and Valerie have been working together on new ideas planning the coming new year and ways to attract new members.
- The Maker Minute in a Bag and Storytime-To-Go kits continue inspire our younger members and support families.
- The 'Holiday Food Drive' ended with Lancaster collecting a total of 26 items to donated them to the Knights of Columbus.

### **AVONMORE BRANCH: (Kelsey D.)**

- 'Learn the Basics of Graphic Design' virtual program was very well attended and received positive feedback. Participants were also interested in another graphic design program. LSA Kelsey has been planning for a part 2 of 'Learn the Basics of Graphic Design' program for February 2022.
- Completed the 'A Librarian's Guide to Homelessness' training; an empathy-driven approach to solving problems, preventing conflict, and treating everyone fairly.
- We continue to process many new members who have registered online via our website.

### **MAXVILLE: (Emily A.)**

- The Virtual Book Club book took a break during the month of December. It will resume in January with *The Rose Code* by Kate Quinn.
- The SDG Library TikTok account had a video during December that reached almost 4000 views and attracted over 100 new followers. There are currently 385 people following SDG Library on TikTok.

### **WILLIAMSTOWN: (Julie C.)**

- We have recently hired CSA Julie for the vacant LSA position for the Williamstown Branch.
- LSA Rachel offered a virtual Christmas program where children created a snow globe and surprised the children with a story time read by Santa himself.
- 
- One of our young patrons participated in the Lego Challenge program and was one of the lucky winners of a voucher for a free 3D print.
- Williamstown staff attended a Standardized First Aid certification course as well as completed the training for 'A Librarian's Guide to homelessness'.
- The Williamstown Community Center had a Christmas craft sale event which contributed to a busy weekend in the library. We welcomed three new members and renewed 2 memberships.
- We distributed Maker Minute kits to young members who were excited to see the activities including a spirograph printed by our 3D printers, a constellation projector, all to do from home.

### **DISTRICT SUPERVISOR: (Darlene. A.)**

- Regular scheduling, time sheets, board reports, and reports to Council (ongoing)
- Technology troubleshooting and support for staff and patrons (ongoing)
- Attending weekly team meetings (ongoing)
- Collection maintenance (ongoing)
- Collection Development for French language material.
- Frontline customer service including, email, and phone inquiries (ongoing)
- Two LSA positions (Williamstown & Lancaster) were filled with two internal candidates.
- Interviewed, hired, and trained a new CSA Shawna for the Glengarry Branches.
- Completed a CPR/First Aid recertification course and 'A Librarian's Guide to Homelessness' training.
- Coordinated and submitted articles and programs for the January Navigator.
- Held a year-end district meeting with all staff in my district advising them of the new payroll time sheet system coming in January 2022.





December 10, 2021-January 13, 2022

## **DIRECTOR OF LIBRARY SERVICES**

January 13, 2022

### **WORK COMPLETED:**

- Collections Development: Adult fiction & non-fiction (print & digital); Young Adult fiction (digital); Purchase Suggestions; Juvenile fiction (print & digital)
- Staff development – Conflict Resolution and Dealing with Difficult People: Introduction of 'The Librarian's Guide to Homelessness' training database for all staff to access
- December 16: Interview for Systems Librarian position
- December 17: Initial meeting with Laridae Communications, re: Strategic Planning workplan
- December 17: Attendance at Warden's inauguration ceremony
- December 20: Attendance at County Council meeting
- Meeting with C. Halstead, Community Librarian: midway through probationary period
- Participation at weekly Directors' meetings

### **WORK IN PROGRESS:**

- Collections Development: Adult fiction & non-fiction (print & digital); Juvenile fiction, non-fiction & picture books (print); Adult & Juvenile graphic novels; Adult fiction DVDs; Large Print fiction (print); Adult, Teen & Juvenile eAudiobooks
- Preparations for interviews for Systems Librarian (position re-posted)
- Preparation of 2021 Inventory Report for Financial Services
- Preparations for gradual return of Administrative Assistant-Library
- Statistical summary preparations
- Acquisition and distribution of branch and office supplies during absence of Administrative Assistant
- Staff development – Team Building

December 14, 2021

The SDG Library  
c/o Karen Franklin  
26 Pitt St.  
Cornwall, ON, K6J 3P2

Sent via email to [kfranklin@sdglibrary.ca](mailto:kfranklin@sdglibrary.ca)

Dear Prospective Member,

I would like to thank you in advance for considering membership with the Federation of Ontario Public Libraries. Your membership is more than that; it is primarily your contribution to the collective goal of furthering the interests of Public Libraries across the Province. As we move into 2022, the year ahead will be crucial as we ramp up our efforts going into the provincial election in June. The municipal elections in the fall will prove to be another important marker for our library members whose library boards and city councils will be largely dictated by those outcomes. FOPL is here to support our library members; not only with our collective provincial advocacy efforts, but as consultants and as a resource for municipal advocacy.

We have three primary goals for advocacy going into 2022 and we need your support in achieving them:

1. Keep local public libraries across Ontario sustainable by **enhancing provincial operating funding** and ensure that this increased support reaches those libraries where it is most needed.
2. Working alongside First Nations Public Library leaders, rapidly implement **a sustainable funding model for First Nations public libraries** to ensure that these important local hubs are fully funded and viable. This includes increasing direct provincial funding support for First Nations public libraries to sustainably fund library operations and ensure a living income for frontline library staff in these communities.
3. Provide fair access to modern, digital resources for all Ontario public libraries through the **creation of an Ontario Digital Public Library**, thereby leveraging the province's significant purchasing power to give all Ontarians access to a common core of high-quality e-learning & online resources and more e-books.

Contributing to the Federation as a Library Member comes with many benefits as well:

- Communications from FOPL, providing updates on important library related issues and progress on our lobbying efforts within the province
- Member services, including access to the Members-Only resources, advocacy, training, and research available on our website
- Access to the annual FOPL Data Report
- Free training sessions and seminars
- A vote at the FOPL Annual General Meeting
- Opportunities to participate in our unique and impactful Working Groups
- Representation on the FOPL Board through your Caucus representatives
- Contributions to our annual advocacy goals and strategies through our bi-annual Caucus Meetings
- Access to FOPL staff for consultation on local advocacy and library related issues
- Membership to the Canadian Federation of Library Associations through FOPL
- Flow-through services for grants such as Trillium
- And much more

Your support via membership is appreciated, but your support is also needed as local library representatives as we advocate for our collective goals. It's clear that the more libraries FOPL represents, the stronger our unified voice will be with the key audiences who influence our success, funding, and role in society.

As an effort to become more inclusive and considerate of the unique challenges all of our libraries face, we are offering a new fee structure for County Libraries. For the SDG Library, we have calculated a dual rate based on the rates that would apply the to individual municipalities versus a total population rate by fee band. As Executive Director, I want to ensure that our County Libraries are represented by the Federation and your unique interests are included in our priorities.

Library Name	Resident Pop Served	Municipal Total (new Rate)	Fee Band Rate
Stormont, Dundas & Glengarry County Library	65,353	900	3250
	(does not include separated)		
<b>Municipalities</b>	<b>Population</b>		
City of Cornwall (Separated)*	46,589		
Municipality of South Dundas	10,833	150	
Township of North Dundas	11,278	150	
Township of North Glengarry	10,109	150	
Township of North Stormont	6,873	150	
Township of South Glengarry	13,150	150	
Township of South Stormont	13,110	150	

The rate for the SDG Library by Fee Band would be \$3250 per year. By adding the fees by municipality, we have come to the fee of \$900 per year. We are happy to offer the lower rate.

FOPL has gone through many changes in the past six months, from our governance to our Strategic Plan, with more changes to come in the new year. I hope that our revitalized organization has you excited about the potentials of what we can accomplish together.

Kind Regards,



Dina Stevens, MLIS  
Executive Director  
Tel: 416-873-8139  
[dinastevens@fopl.ca](mailto:dinastevens@fopl.ca)



**ACTION REQUEST**

<p>To: Date of Meeting: Subject:  Relevance to priorities:</p>	<p><b>Members of the Library Board January 13, 2022 Authority to Register Library Board Members for 2022 OLA Super Conference – February 1-5, 2022</b></p>
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**RECOMMENDATION(S):** That the Stormont, Dundas and Glengarry County Library Board authorizes the Director of Library Services to register the following Board members to attend the 2022 OLA Super Conference, to be held from February 1 to February 5, 2022: (names)

**EXECUTIVE SUMMARY:** Library Administration staff need direction in determining how many Library Board members will be attending the 2022 OLA Super Conference. The theme for this Conference will be “Gather/Se rassembler”.

This year the Conference will again be held virtually. Participants will be “gathering through [their] computers, but will continue to come together as a community, connected by the exchange of ideas, passions and challenges that unite our profession.”

The brief/preliminary schedule for this year’s Super Conference is as follows (subject to change):

All times posted are in Eastern Standard Time (Toronto)

**Tuesday February 1**

- 9:00am – 5:00pm – Exhibitor Sessions
- 11:30am – 6:30pm – Meetings
- 7:30pm – 8:30pm – Social Event

**Wednesday February 2**

- All day – Live Chats
- 10:00am – 11:00am – Opening Keynote
- 11:00am – Super EXPO Opens
- 11:15am – 5:00pm – Education Sessions

12:15pm – 12:45pm – OLA Awards Ceremony  
Evening (time tbd) – Social Event

### **Thursday February 3**

All day – Live Chats  
10:00am – 11:00am – Keynote  
11:00am – 5:00pm – Super EXPO  
11:15am – 5:00pm – Education Sessions  
Evening (time tbd) – Social Event

### **Friday February 4**

All day – Live Chats  
10:00am – 11:00am – Closing Keynote  
11:00am – 5:00pm – Super EXPO  
11:15am – 5:00pm – Education Sessions

### **Saturday February 5**

9:00am – 9:45am – Meetings – including the **Annual Meeting of the Ontario Library Boards Association (OLBA)**  
10:00am – 4:00pm – Education Sessions (School Library and Public Library Board streams – **OLBA Bootcamp**)

**The Full Schedule is now available, and is recommended for those who are considering attending, to review ahead of the Conference start date.** The schedule can be viewed via this link:

<https://www.eventscribe.net/2022/OLA/agenda.asp?BCFO=&pfp=&fa=&fb=&fc=&fd=&al=1&mode=>

**OPTIONS AND DISCUSSION:** It is possible to register for the full Conference and have the freedom to decide which sessions one wants to attend, as the Conference draws near. As has been mentioned by those who attended in 2021, the “virtual” nature of the Conference allows one to attend a session in real time, while also attending sessions that have been recorded at a later or more convenient time. **This is the recommended option.**

If Board members are unsure whether they can or want to attend the Conference, they may take some extra time to decide, but they will need to let the Director of Library Services know their decision before the start of the Conference. Please note that additional registration fees may apply if this is the desired course of action.

**FINANCIAL ANALYSIS:** For OLBA members, the full Conference registration is \$150/person at the “early-bird” rate; rates will increase by \$50/person as of January 17, 2022.

The Library’s approved budget for 2022 allows five (5) Library Board members to attend at the \$150/person rate.