



MEETING AGENDA

Stormont, Dundas and Glengarry County Library Board

Monday, December 19, 2022, 2:00 p.m.

Council Chambers, Suite 321, 26 Pitt Street, Cornwall ON

	Pages
1. Call to Order	
2. Adoption of Agenda	
a. Additions, Deletions or Amendments	
Additions to or deletions from the Agenda must be made upon consultation with the Board Chair prior to the meeting. All matters listed under "Consent Items" are considered to be routine and will be enacted by one motion. Should a Board member wish an alternative action from the proposed recommendation, s/he may request that the matter(s) be moved to the appropriate section at this time.	
3. Declaration of Pecuniary Interest	
4. Adoption of Minutes	
a. Library Board Regular Meeting Minutes - October 20, 2022	3
b. 2023 Library Services Budget Meeting -- November 10, 2022	7
5. Delegations	
6. Consent Items	
a. Statistical Summary (Circulation) - November, 2022	10
b. Financial Report - November, 2022	11
c. Branch and Supervisors Reports - November, 2022	12
d. Systems Librarian Report - not available	
e. Community Librarian Report - not available	
f. Director of Library Services Report - October-December, 2022	18
g. Correspondence	
7. Action Items	
8. Discussion Items	

9. In Camera

a) Pursuant to the Stormont, Dundas and Glengarry County Library Board's Procedure Bylaw 5.2(b), and *PLA 16.1(4)(b)*, personal matters about an identifiable individual, including municipal or local board employees.

10. Adjournment

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

Stormont, Dundas and Glengarry County Library Board

MINUTES

The 2023 Library Services Budget Meeting was held at the SDG Counties Administration Building on November 10, 2022 at 1:00pm with Margaret MacDonald, Chair, presiding.

Present: Margaret MacDonald, Chair; Tony Fraser, Vice-Chair; Francois Landry; James Algire; David Smith

Absent: Lyle Warden; Alex MacIsaac

Staff Present: Karen Franklin, Director of Library Services; Rebecca Russell, Director of Finance/Treasurer, Financial Services Department, United Counties of Stormont, Dundas and Glengarry

1. Adoption of Agenda

MOTION

Moved by David Smith
Seconded by Tony Fraser

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

CARRIED

2. Declaration of Pecuniary Interest – None.

3. In Camera

MOTION

Moved by François Landry
Seconded by Jim Algire

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

CARRIED

MOTION

Moved by David Smith
Seconded by François Landry

That the Library Board rises and reconvenes, and authorizes staff to follow through on the recommendation made (details of which are available to the Board in a separate document).

CARRIED

4. **Delegations** – None.
5. **Consent Items** – None.
6. **Action Items** – None.
7. **Discussion Items**
 - a) 2023 DRAFT Budget – Library Services

MOTION

Moved by David Smith
Seconded by Jim Algire

THAT the Stormont, Dundas and Glengarry County Library Board approves the DRAFT 2023 Library Services Budget, as amended.

CARRIED

8. **Adjournment**

MOTION

Moved by François Landry
Seconded by Tony Fraser

That the 2023 Library Services Budget Meeting of the Stormont, Dundas and Glengarry County Library Board be adjourned, to meet again at the Call of the Chair, or at the Call of the Director of Library Services for the first meeting of the Board in a new term (*PLA, 14.1*).

CARRIED

Board Chair

Secretary

DRAFT

SDG Library

November 2022 Statistical Summary

SDG Library	Circulation					Borrowers	Visitors	New Patrons
	Print & A/V	eBooks & eAudiobooks	November 2022 Total	November 2021 Total	November 2022/2021 Difference			
Administration	102	8903	9005	9403	-4.2%	16	0	2
Alexandria (44)	2948	203	3151	2155	+46.2%	455	1110	25
Avonmore (20)	665	52	717	544	+31.8%	76	213	9
Chesterville (17)	945	124	1069	2155	-50.4%	149	293	7
Crysler (20)	1146	39	1185	837	+41.6%	96	354	6
Dalkeith Express	19	4	23	16	+43.8%	5	0	0
Finch (16)	350	27	377	218	+72.9%	45	203	3
Glen Walter Express	55	8	63	57	+10.5%	18	0	0
Ingleside (44)	1837	123	1960	1612	+21.6%	256	1230	28
Iroquois (20)	1070	92	1162	832	+39.7%	156	509	8
Lancaster (44)	1467	83	1550	1195	+29.7%	210	630	7
Long Sault (30)	1500	119	1619	1344	+20.5%	220	608	7
Maxville (16)	429	59	488	393	+24.2%	70	176	3
Morrisburg (44)	1707	93	1800	1107	+62.6%	259	885	17
South Mountain (16)	673	77	750	605	+24.0%	100	211	3
St. Andrews Express	105	8	113	86	+31.4%	21	0	1
Williamsburg (16)	462	47	509	607	-16.1%	76	161	3
Williamstown (17)	599	72	671	542	+23.8%	97	193	31
Winchester (44)	1719	144	1863	1334	+39.7%	245	741	21
SYSTEM TOTAL	17798	10277	28075	25042	+12.1%	2570	7517	181

"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	5521
cloudLibrary-Collection Usage	10277

LIBRARY MONTHLY STATEMENT



For Period Ending 30-Nov-2022

	2022	2022	2022	2021
GENERAL FUND	ACTUAL	BUDGET	VARIANCE	YEAR'S ACTUAL
REVENUE				
ANNUAL PROVINCIAL FUNDING	0	-131,761	-131,761	-131,761
ONTARIO CAPACITY FUNDING	0	-500	-500	-1,566
STUDENT FUNDING	-4,193	-9,240	-5,047	-19,467
OTHER FUNDING	-500	0	500	0
FEES & FINES	-9,632	-15,000	-5,368	-6,051
DONATIONS & SALES	-3,238	-8,125	-4,887	-3,104
TRANSFER FROM RESERVES	0	-90,000	-90,000	-6,698
Total REVENUE	-17,563	-254,626	-237,063	-168,647
EXPENSES				
FULL TIME WAGES & BENEFITS	649,716	857,645	207,929	813,106
BRANCH WAGES & BENEFITS	726,682	823,130	96,448	702,415
STUDENT WAGES & BENEFITS	22,384	19,034	-3,350	18,924
BOARD MEETINGS & DEVELOPMENT	5,594	7,510	1,916	3,950
STAFF MILEAGE	5,617	6,000	383	3,073
STAFF TRAINING & DEVELOPMENT	11,314	16,635	5,321	9,096
PRINT MATERIAL	103,700	161,550	57,850	115,337
DIGITAL BOOKS	66,243	81,075	14,832	71,523
DATABASE SUBSCRIPTIONS	43,879	62,375	18,496	29,898
MAGAZINES, PERIODICALS & LEASED BOOKS	7,868	14,775	6,907	18,407
SUPPLIES & EQUIPMENT	21,352	27,752	6,400	19,023
PHONES & INTERNET	42,851	65,835	22,984	48,588
PROMOTIONS & WEBSITE	4,023	18,775	14,752	9,782
PUBLIC PROGRAMS	3,805	10,050	6,245	7,502
COMPUTER PURCHASES	2,870	2,300	-570	1,333
SOFTWARE SUPPORT	64,559	61,815	-2,744	50,662
DELIVERY & OUTREACH VEHICLES	6,709	34,500	27,791	32,584
COPIERS & PRINTERS	9,266	12,000	2,734	9,521
COPYRIGHT & PERFORMANCES LICENSES	1,987	3,350	1,363	1,244
BRANCH CLEANING	35,078	57,240	22,162	58,596
BRANCH RENTS, INSURANCE & SECURITY	225,216	205,269	-19,947	200,965
FURNITURE PURCHASE	49,657	52,000	2,343	56,262
AUDIT & LEGAL FEES	4,664	3,200	-1,464	3,053
SPECIAL PROJECTS	66,059	60,000	-6,059	10,542
SUPPORT FROM OTHER DEPARTMENTS	158,354	158,354	0	151,306
YEAR'S SURPLUS/DEFICIT	0	0	0	233,677
Total EXPENSES	2,339,447	2,822,169	482,722	2,680,369
Total GENERAL FUND	2,321,884	2,567,543	245,659	2,511,722



Branch & Supervisor Report – District 1

December 2022

CHESTERVILLE BRANCH: (Jenn H.)

- November saw a steady stream of patrons visiting the Branch with a high of 30 patrons. Computers saw steady usage and continue to be an important asset at the Chesterville Branch.
- The Branch book club “Book, Line & Thinkers” met to discuss Michelle Good's *Five Little Indians*, a powerful and thought-provoking look at the lasting damage to survivors of the Residential School system. All members of the book club highly recommend this book.
- In conjunction with LSA Jenn at the Williamsburg Branch, Chesterville Branch promoted “National Novel Writing Month” offering aspiring writers a place to write. Staff created a bulletin-board display information about the program, which ran from November 1 - 30. Information about NaNoWriMo was also showcased on the Library website.
- With the aid of CSA Darlene Atkins, items that had not circulated in the last three years were pulled from the shelves, with many re-allocated to other Branches. While the shelves in the Chesterville Branch currently look a little bare, items from other Branches will soon fill them. This re-allocation of items will freshen the collection and give patrons visiting the Branch a new selection to choose from. It will also give new life to some great books which may have been overlooked in the past.

CRYSLER BRANCH: (Josée B.)

- The “Create it with Cricut Workshop” in conjunction with LSA Josée of Finch MakerLab was a great success. Participants really enjoyed their evening and are planning to visit the Finch Branch soon.
- On the first day of the "Food for Fines" collect, a patron brought 16 items for a total of \$32 to apply against fines, for themselves and to pay it forward. Patrons were amazed to find out that their fines have been paid.
- The Crysler Branch BiblioCore list "Countdown to Christmas" was created to assist patrons finding adult fiction Christmas 2022 books to get in the holiday spirit.
- Wednesday mornings are busy at the Crysler Branch with class visits from the local School. Teachers have asked for membership applications to be sent home with the students so that they may get their own memberships.

MAKERLAB/FINCH BRANCH (Josée C.)

- Staff were busy this month fulfilling die cut orders and MakerKit bookings for various other branches. With word about what the Cricut can do spreading, Cricut program requests from other Branches are also being requested and fulfilled.
- Families and groups of friends have been consistently coming in to read and play together. They've used and number of Finch's kits, including the Makedo kit, the Cubelets, and our plastic loom kit. Staff have also noticed more adult patrons coming in to work with laptops and staying for long periods of time.
- The MakerLab introduced staff feedback sheets to the MakerKits to better serve both patrons and staff using them. The MakerLab has also begun adding audiobooks, and large print fiction to its shelves at the request of a patron.
- “Create it with Cricut” program series continued with another three successful sessions. Patrons have really been enjoying socializing while learning about the Cricut and plan to make visits to the MakerLab.
- The CP Holiday Train made its return to. To celebrate, Finch Branch opened its doors to welcome patrons to use the washroom, get warm, and enjoy some hot chocolate. The Branch welcomed 52 people during this special opening.

SOUTH MOUNTAIN BRANCH (Ginnette T.)

- The branch was busy with two programs this month. The first was the final session of the "Fall Storytime Series." The theme this month was dragons. Secondly, the MakerLab visited to present a Shadowbox workshop as part of the "Create it with Cricut" series.
- Staff spent some one-on-one time with a patron providing technical assistance, showing her how to navigate around BiblioCore, especially how to request items in the catalogue., and setting up cloudLibrary.
- Staff assisted with collection management by pulling items from the Branch's uncirculated list to make the process faster.
- Completed the Dealing with Difficult Conversations course.

WINCHESTER BRANCH (Rose D. and Chantal N.)

- Winchester Branch has teamed up with the North Dundas Arts Council with a pilot project called "Art in the Branches", featuring a local artist each month to display their artwork in the Winchester branch. Our November artist is Ron LeClair who is displaying his Fine Art originals in the branch.
- Storytime has wrapped up the fall series. There was some great feedback, and several parents and caregivers are looking forward to the next series which starts in January.
- After such a successful "Spooky Halloween Program" here at the Winchester Branch, there has been an increase in the number of kids attending MiniMakers every other Thursday afternoon.
- School class visits are going well, LSA Chantal and LSA Rose are happy to partner to provide some great stories to read to students at Winchester Public School
- At the "Let It Bow" adult craft night on November 30th, staff and patrons alike loved making the beautiful Christmas themed bows. Staff made a colourful, picture filled instruction handout for the evening that will be shared widely.

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)
- Liaised with North Dundas Art Guild to organize a pilot of "Art in the Branches" beginning with Winchester Branches. The first artist displayed his work this month and a second will arrive early December.
- Time was spent adjusting and cleaning the Ultimaker 2+ 3D printer that is housed in Winchester.
- Discussed opportunity for future "Diversity, Equity, and Inclusion" training with facilitator Fae Johnston of Wisdom2Action
- Liaised with North Dundas District High School to set up a "Teens Teaching Tech" project beginning with our Dundas Branches in the new year. Should this workout, the Library will expand the program to other Districts
- Led District meeting held in Winchester.



Branch & Supervisor Report – District 2

December 1, 2022

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

- LSA Colleen was busy this month with class visits from local schools. Over 100 children enjoyed the Library, selected books and being read a story.
- Local artist Anne Wylemans taught two classes of “Art Magic”, where children learned about light, texture, and composition. Everybody was very proud of their work and pictures were placed on social media.
- The Ingleside "Book Mates" (Ingleside branch’s book club) read JoJo Moyes’ Giver of the Stars. A lively discussion was held, and the club continues to grow. The book club kits which the SDG Library supplies are a great resource for the clubs.
- As in previous years "Food for Fines" was a big hit with patrons and staff alike. Over 250 items were donated to pay off fines or to pay it forward. It is the season to be generous and think of others, and this community certainly does that.

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

- Iroquois branch has been a busy place once again! A local elementary school teacher tutors 2 children every Tuesday evening here in our branch. Also, we have 2 exchange students from the local high school who use our branch as a quiet place to do homework and access our WiFi.
- Staff continue to deliver items to a few patrons who have mobility issues, and regular requests for books and materials flow in daily.
- Another year of “Food for Fines” has brought in numerous food items to help-out our local Community Food Share.

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

- Staff members submitted new ideas for the next round of ‘Staff Pick Books’. These highlighted books are shared on our social media pages for our followers to enjoy.
- Connections were re-established with the Longue Sault Public School this month, and the staff were able to gather all the books needed for a “Class Book Read.”
- “National Child Day” was a well-attended drop-in program, offered by LSA Joann during a regular scheduled P.A Day. Participants made dream catchers, super goggles and participated in many more fun activities! Family take-home bags were also given out to finish and/or complete at home. A ‘Coloring Contest’ was featured with several free 3D Print Coupons available to win.

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

- A highlight for this month has been the successful “Adventures in Beekeeping” program which drew an impressive crowd and had patrons ‘buzzing’ with inspiration. Plans are in the process for a continuation program in the spring to learn how the presenters’ hives fare over the winter.
- We’ve been happy to welcome class visits back to the branch. We’ve had class visits from several classes from both the local Catholic and Public schools in Morrisburg and it has been a pleasure to introduce or reintroduce students to the Library!
- Outreach is a valued service especially as the weather at this time of year makes it harder for some patrons to get out for in-branch visits. LSA Cheryl has had the privileged of making visits to the Dundas County Hospice, the Hartford Retirement Residence, and the J.W. MacIntosh Community Living Center this month.
- Ongoing programs at the branch “Ancestry Club”, “Statler and Waldorf Book Club” (Morrisburg branch’s book club) and the “After School Club” continue to gain interest and be important components to monthly activities. We continue to create new displays to entice patrons into reading new genres and to highlight the resources we offer. Rounding out the month we have many patrons happy to contribute to the Food for Fines initiative.

WILLIAMSBURG BRANCH: (Jennifer D.)

- Patrons visited the branch for a variety of computer use this month. We had many hunters in to print their licenses for the hunting season. As well as patrons visiting to brush up on their ancestry research, and of course the everyday resume creating and printing.
- We had a wonderful turn out for our second “Pokémon Movie Night” a total of 15 gathered to enjoy snacks and drinks while also continuing the hunt for the hidden Pokémon around the branch.
- A local author within the community joined the library this month and was excited at the prospect of having a place to write other than his home. He also donated one of his own books to the collection.

DISTRICT SUPERVISOR: (Stacey P.)

- Regular scheduling, time sheets, board reports, and reports to Council (ongoing)
- Technology troubleshooting and support for staff and patrons (ongoing)
- Collection maintenance (ongoing)
- Frontline customer service, including, email, and phone inquiries (ongoing)
- Social media content creation and scheduling (ongoing)
- Management Meeting (November 7)
- Completion of the ‘Welcome Kids to the Library’ handout in both English and French
- Began compilation of Common Tech Issues in the branches
- Programming support to staff, covering the desk for programs and outreach while also coordinating CSA support
- Attended an outreach to J.W. Macintosh Community Living Center with LSA Cheryl, for our first Library visit.
- Coordinated carpet cleaning in both Morrisburg and Williamsburg branches
- Completed the 'Dealing with Difficult Conversations' course
- Collection and ARP discussion with Tech Services
- District Staff Meeting preparation



Branch & Supervisor Report – District 3

December 1, 2022

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

- Alexandria has been busy with class visits and with patrons using Library space for a variety of activities including participating in programs, board games, using Library video game consoles and more!
- A snow book display ushered the winter weather in to the delight of all patrons. From picture books, to winter cookbooks and more, the variety of our collection was highlighted.
- CSA Erin took the lead on “Literary Paint Night”. Patrons expressed enjoyment of such a creative outlet and were encouraged to reimagine their favourite book covers.
- Artist Marilyn Leger showcased her work at the branch. Animal, nature and interesting still-life photographs drew many interested viewers to the Library.

AVONMORE BRANCH: (Kelsey D.)

- LSA Kelsey hosted a virtual “Learn the Basics of Photography” program. Participants were grateful for the opportunity to sharpen photography skills and they were emailed the slides for future reference.
- Staff completed some collection maintenance, providing a fresh materials for patrons to browse.
- Christmas book displays geared at young patrons have been popular. Holiday books started flying off the shelves shortly after Remembrance Day.

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

- Lancaster received new “high traffic” winter carpets prompting patrons to comment on how clean and organized the Branch looks.
- The Teen collection has been moved to the back office to give teens a space of their own in the Branch. Teen patrons have commented on how much the change is appreciated.
- “Cairnview Book Club” saw an increase in membership, bringing the total number of active members up to twelve.
- Computer access, printing and faxing continue to be invaluable to Lancaster patrons with all three services being used daily.

MAXVILLE: (Emily A.)

- “Cover-to-Cover Book Club” read Persuasion by Jane Austen. Patrons had lots to discuss on social media and at the book club’s meeting.
- LSA Emily completed the Family Literacy in the Public Library module of the EXCEL program.
- “Bookopoly” proved to continue to be popular with over nineteen patrons taking on and enjoying the challenges.

WILLIAMSTOWN: (Julie C.)

- LSA Julie connected with teachers from Williamstown Public School and delivered library cards for two classes. Williamstown Branch planned two class visits this month, including a story time for a Kindergarten class and a Maker Kit activity using the MakerLab's button maker for a Grade 2 class.
- A patron used the public computer station to access Ancestry Library Edition. She expressed gratitude for the usefulness of the service and found many interesting historical documents about the family she was researching.
- LSA Josée hosted a creative maker program, “Create it with Cricut”, in Williamstown. She taught the staff and participating patrons how to use the MakerLab’s Cricut machine to make chalkboard art. Enthusiastic participants planned visits to the MakerLab to learn more about maker technology.

DISTRICT SUPERVISOR: (Lorna P.)

- Regular scheduling, time sheets, board reports, and reports to Council (ongoing)
- Technology troubleshooting and support for staff and patrons (ongoing)
- Collection maintenance and Graphic Novels collection development (ongoing)
- Frontline customer service including email, and phone inquiries (ongoing)
- CELA Statistics (ongoing)
- Social media content creation and scheduling (ongoing)
- Supervision of co-op student; including assigning small collections development project (ongoing)
- Candid Conversation on Collection Development Webinar (November 2)
- Professional Development: Crash Course in Weeding
- Celebrating Indigenous Voices: Collection Development Webinar (November 10)
- Steps to Successful Community Engagement Webinar (November 15)
- Review of best ARP practices
- Updates to Branch Manual and creation of District Supervisor Manual
- Development of Winter 2023 Navigator



October-December, 2022

DIRECTOR OF LIBRARY SERVICES

December 19, 2022

WORK COMPLETED:

- Collections Development: YA Fall fiction (print & digital); Adult non-fiction (print & large print); Adult fiction (print & digital); Adult and children's fiction DVDs
- Library Services Review – facilitated by TCI Management Consultants
- Team Building – Development of (quarterly) 'Pulse Survey' of staff
- '2022 Annual Survey of Public Libraries' "typical week" statistics – conducted October 24-29
- November 2, December 15 – attendance at CEO's networking meeting (via Zoom)
- 2023 Library Services Budget meeting – held Thursday, November 10, 9:00am at Counties Administration
- Attendance at weekly Directors' meetings by Director of Library Services
- November 21, December 19 – attendance at County Council meetings
- December 2 – attendance at Warden's Inauguration Ceremony
- December 9 – participation at ARUPLO quarterly meeting (via Zoom)
- December 12 – participation at Library Management meeting
- December 14 – participation at Counties' IT Steering Committee meeting
- Preparations for December 19 Library Board meeting to receive Library Services Review Report

WORK IN PROGRESS:

- Collections Development: Winter 2023 Adult fiction and non-fiction (print & digital); Automatic Release Plans (ARPs – new!) for Juvenile fiction, travel, Adult non-fiction, and Teens; replacement A/V material
- Preparations for Library Board orientation in early 2023
- Registrations for Ontario Library Association conference (staff)