



MEETING AGENDA
Stormont, Dundas and Glengarry County Library Board

Thursday, February 10, 2022, 4:30 p.m.
Virtual Meeting, Broadcast live on YouTube

		Pages
1. Call to Order		
2. Adoption of Agenda		
a. Additions, Deletions or Amendments	Additions to or deletions from the Agenda must be made upon consultation with the Board Chair prior to the meeting. All matters listed under "Consent Items" are considered to be routine and will be enacted by one motion. Should a Board member wish an alternative action from the proposed recommendation, s/he may request that the matter(s) be moved to the appropriate section at this time.	
3. Declaration of Pecuniary Interest		
4. Adoption of Minutes		
a. Library Board Regular Meeting Minutes - January 10, 2022		3
5. Delegations		
6. Consent Items		
a. Statistical Summary (Circulation) - January, 2022		6
b. Financial Report - January, 2022		7
c. Branch and Supervisors Reports - January, 2022		8
d. Systems Librarian Report - Not available		
e. Community Librarian Report - January, 2022		14
f. Director of Library Services Report - January-February, 2022		15
g. Correspondence -- Federation of Ontario Public Libraries (FOPL) - January 24, 2022		17
7. Action Items		
8. Discussion Items		
a. Policy Development -- Board Evaluation Policy		21
b. Policy Review -- Board Succession Planning Policy		27
9. In Camera		

10. Adjournment

Stormont, Dundas and Glengarry County Library Board

Minutes

January 13, 2022, 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; Lyle Warden

Members Absent: None.

Staff Present: Karen Franklin, Director of Library Services; Charlotte Halstead, Community Librarian; Cheryl Servais, Darlene Atkins and Jenna Lamarche, District Supervisors

1. **Call to Order**

2. **Adoption of Agenda**

Moved by Lyle Warden

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 – December 9, 2021

Moved by Lyle Warden

Seconded by David Smith

That the Stormont, Dundas and Glengarry County Library Board approves the Minutes of the December 9, 2021 regular Meeting, as written.

CARRIED

5. **Delegations** – none.

6. **Consent Items**

Moved by Tony Fraser

Seconded by James Algire

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 Tony Fraser

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: Margaret MacDonald; TBD (*James Algire and Alex Maclsaac contacted the Director of Library Services after the meeting to express their desire to attend*)

CARRIED

8. **Discussion Items**

- a. **Statistical Reports**

Moved by Tony Fraser

Seconded by Alex Maclsaac

That the Stormont, Dundas and Glengarry County Library Board directs staff to prepare the SDG Library's monthly Statistical Reports as discussed, for inclusion in future Library Board regular meeting Agenda packages, as of January, 2022.

CARRIED

9. **In Camera**

Moved by David Smith
Seconded by James Algire

That, as per Section 5.4 of the Stormont, Dundas and Glengarry County Library Board's Procedure Bylaw, and under section 239 (3.1) of the *Municipal Act*, the Board proceed In Camera, for the purpose of educating or training members (Strategic Planning).

CARRIED

Moved by David Smith
Seconded by Alex Maclsaac

That the Library Board move from closed session without report.

CARRIED

10. Adjournment

Moved by Alex Maclsaac
Seconded by François Landry

That the Regular Meeting of the Stormont, Dundas and Glengarry County Library Board be adjourned, to meet again virtually on Thursday, February 10, 2022 at 4:30pm, or at the Call of the Chair.

CARRIED

Board Chair/Vice Chair

Secretary

SDG Library

January 2022 Statistical Summary

Branch & Open Hours Per Week	Circulation					Borrowers	Visitors	New Patrons
	Print & A/V	eBooks & eAudiobooks	January 2022 Total	January 2021 Total	January 2022/2021 Difference			
Administration	59	6222	6281	9638	-34.8%	10	n/a	1
Alexandria (44)	1326	211	1537	1995	-23.0%	212	359	11
Avonmore (20)	278	46	416	740	-43.8%	42	42	0
Chesterville (17)	558	133	691	818	-15.5%	87	120	4
Crysler (20)	426	19	445	603	-26.2%	49	74	3
Dalkeith Express	9	6	21	62	-66.1%	5	n/a	0
Finch (16)	112	20	152	386	-60.6%	24	33	0
Glen Walter Express	60	3	66	107	-38.3%	11	n/a	0
Ingleside (44)	1140	134	1408	1683	-16.3%	168	644	5
Iroquois (20)	474	77	628	914	-31.3%	85	189	4
Lancaster (44)	654	102	858	1370	-37.4%	126	217	6
Long Sault (30)	619	165	949	1361	-30.3%	132	289	11
Maxville (16)	189	50	289	386	-25.1%	47	81	2
Morrisburg (44)	523	120	763	1310	-41.8%	122	213	5
South Mountain (16)	247	83	413	410	+0.7%	68	70	3
St. Andrews Express	85	7	99	94	+5.3%	9	n/a	0
Williamsburg (16)	379	22	423	511	-17.2%	46	88	1
Williamstown (17)	324	61	446	558	-20.1%	60	86	3
Winchester (44)	659	124	907	1251	-27.5%	121	160	5
SYSTEM TOTAL	8121	7605	16792	24197	-30.6%	1424	2665	64

"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	5964
cloudLibrary-Collection Usage	12174

LIBRARY MONTHLY STATEMENT



For Period Ending 31-Jan-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	-650
STUDENT FUNDING	0	-9,240	-9,240	-19,467
FEES & FINES	0	-15,000	-15,000	-6,051
DONATIONS & SALES	0	-8,125	-8,125	-3,094
TRANSFER FROM RESERVES	0	-90,000	-90,000	0
Total REVENUE	0	-254,626	-254,626	-161,023
EXPENSES				
FULL TIME WAGES & BENEFITS	42,001	857,645	815,644	810,381
BRANCH WAGES & BENEFITS	36,357	823,130	786,773	702,415
STUDENT WAGES & BENEFITS	0	19,034	19,034	18,924
BOARD MEETINGS & DEVELOPMENT	0	7,510	7,510	3,944
STAFF MILEAGE	0	6,000	6,000	3,073
STAFF TRAINING & DEVELOPMENT	4,631	16,635	12,004	8,892
PRINT MATERIAL	1,807	161,550	159,743	114,710
DIGITAL BOOKS	0	81,075	81,075	65,558
DATABASE SUBSCRIPTIONS	23,441	62,375	38,934	29,898
MAGAZINES, PERIODICALS & LEASED BOOKS	10,479	14,775	4,296	18,353
SUPPLIES & EQUIPMENT	921	27,752	26,831	17,935
PHONES & INTERNET	1,047	65,835	64,788	49,473
PROMOTIONS & WEBSITE	0	18,775	18,775	9,642
PUBLIC PROGRAMS	0	10,050	10,050	7,324
COMPUTER PURCHASES	69	2,300	2,231	1,333
SOFTWARE SUPPORT	30,811	61,815	31,004	50,186
DELIVERY & OUTREACH VEHICLES	402	34,500	34,098	5,498
COPIERS & PRINTERS	249	12,000	11,751	9,521
COPYRIGHT & PERFORMANCES LICENSES	763	3,350	2,587	1,244
BRANCH CLEANING	0	57,240	57,240	58,596
BRANCH RENTS, INSURANCE & SECURITY	1,007	205,269	204,262	200,965
FURNITURE PURCHASE	0	52,000	52,000	56,262
AUDIT & LEGAL FEES	0	3,200	3,200	3,053
SPECIAL PROJECTS	0	60,000	60,000	10,542
SUPPORT FROM OTHER DEPARTMENTS	0	158,354	158,354	151,306
Total EXPENSES	153,986	2,822,169	2,668,184	2,409,027
Total GENERAL FUND	153,986	2,567,543	2,413,558	2,248,004



Branch & Supervisor Report – District 1

February 10, 2022

CHESTERVILLE BRANCH: (Jennifer H.)

- The return to curbside during the holidays was embraced by Chesterville patrons, although people are eager to get back to browsing and computer use.
- Cold weather and snow have affected the number of patrons ordering and picking up items. January saw one new adult member sign up for a membership.
- With the branch closed for browsing, LSA Jennifer used this opportunity to tackle some collection maintenance. Jennifer also assisted Winchester staff with collection maintenance tasks in that branch while filling in on Fridays.
- Chesterville's book club, 'Book, Line and Thinkers', met via Teams in January. The book discussed was The Last Train to Key West, an excellent read enjoyed by all the club members.

CRYSLER BRANCH: (Josée B.)

- Patrons easily adapted to the return of curbside pick-up services. They revealed that, due to the circumstances, they were expecting it, and everyone was just glad to be able to continue borrowing items.
- Since the beginning, Chrysler patrons have been very understanding and respectful in following our COVID-19 protocols, so everyone stays safe.
- LSA Josée has noticed an increase in phone calls from patrons needing assistance in selecting, searching, and ordering books and in renewing their memberships. As well, help accessing ebooks through cloudLibrary and Cantook Station was regularly provided by phone.
- Working with the local school has begun again – LSA Josée keeps busy preparing boxes of books for each of the seven classes; the boxes are picked up by the teachers on a regular basis.

MAKERLAB – FINCH BRANCH: (Josée C.)

- The MakerLab noticed a lot of instruments being checked out in late December and early January. Curbside may have stopped in-person visits but not patron ordering!
- LSA Josée is now knowledgeable about the Library's Cricut machine. Using the Cricut, Josée has already designed and created a decoder for the upcoming "Catch That Gnome" program. As she was creating puzzles for the program, she also explored some of the other MakerKits (such as Makey Makey and MakeDo). Josée is now planning to incorporate those kits into her puzzles.
- The March Break edition of 'Maker Minute in a Bag' is on full speed – branches are sending in supplies and have put in orders for their kits. Almost all MMB activity sheets and crafts were finalized in January and, after much testing, a 3D printed plane was selected to be included in the MMB.

- The MakerLab has prepared and loaned out the LEGO Mindstorms and Cubelets MakerKits for staff in Williamsburg to test out.

SOUTH MOUNTAIN BRANCH: (Ginette T.)

- The return to curbside pick-up in January was met with some disappointment in South Mountain, but patrons were understanding about the change. With access to the branch restricted, more questions and requests were made via phone and email.
- LSA Ginette compiled a BiblioCommons list for Family Literacy Day to promote the 'Read For 15 SDG' challenge – the list includes children's picture books and non-fiction books that fit this year's theme of "Learning in the Great Outdoors".
- LSA Ginette helped proof the winter edition of 'The Navigator' to get it ready for publication and continued her work on the chocolate-covered spoon virtual program, now slated for the spring.

WINCHESTER BRANCH: (Rose D.)

- The Library returned to curbside pick-up services in January. Staff are grateful for such wonderful patrons in Winchester – patrons who roll with the changes that COVID has presented us and continue to faithfully support the Library.
- Winchester was pleased to welcome its new LSA, Chantal, to the branch. Chantal completed her training in mid-January and quickly assumed the responsibilities of an LSA in a Resource Branch. We are confident Chantal will be a great fit for Winchester and we look forward to working with her! A special thank you to our Dundas CSAs for filling in since the LSA position became vacant back in October.
- Winchester recently completed its yearly collection maintenance in preparation for the branch renovations that will take place in the latter part of February/beginning of March. Staff have been working hard to prepare for the project and are looking forward to the branch's fresh look.

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.
- Training of new Winchester LSA, including Polaris ILS, circulation and branch procedures, overview of policies, health and safety practices, and coordination of job shadowing with fellow LSAs.
- Assisting Community Librarian with Winter edition of 'The Navigator', including coordinating content and sharing of best practices.
- Preparations for 'Read for 15 SDG' initiative in connection with Family Literacy Day, including webpage update, coordinating promotional staff video, and internal communications.
- Coordinating changes to public messaging on Polaris ILS checkout receipts and on BiblioCommons webpage.
- Attended Strategic Plan kick-off meeting with Library Board (January 13).
- Staff scheduling and timesheets, supervision, and technology support for District 1 and 2 (currently covering District 2 while that supervisor is on leave).
- Planning for Winchester's upcoming branch renovation project in collaboration with North Dundas Township.



Branch & Supervisor Report – District 2

February 10, 2022

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

- Patrons were pleased to see that we entered curbside again after the holidays, with the numbers going up near the beginning of the month. They understood we were thinking of them and just trying to keep everybody safe and healthy.
- Several patrons were talked (over the phone) through the way to download the cloudLibrary app off our website so they could try out those new e-readers or iPhones they received at Christmas. Many patrons have commented how pleased they are on the selection of titles that they can access.
- Staff were kept busy with housekeeping (uncirculated items, claimed returned and missing items) as well as serving our patrons at curbside.
- LSA Linda on January 19th witnessed ten robins perched in the crab apple tree in the front yard at the branch. Sign of a gorgeous winter day, plus 2'C and sunny. They were certainly feasting on the thawed crab apples leftover on the tree.

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

- Staff are receiving more phone calls for book ordering and renewals as patrons don't want to venture out on the cold days.
- We gained more new members this month which makes for a positive start to the new year as well as puts a smile on staff's faces.
- The Iroquois Branch runs a 'puzzle exchange' which continues to be a popular program especially during the dark days of winter.

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

- Several patrons remarked that "reading and watching TV" are activities they can still safely enjoy at home – as a result, our DVD collection was quite popular over the last month.
- Staff worked to collect several Winter themed materials and new reads ready to add to any patron requests.
- This month our LSAs were busy compiling online book lists. 'Birds in Your Backyard' and 'Pandemic Reads' were featured, with more themes to follow.
- Curbside pick-up was well received by patrons: many ordered and checked out more books than usual, to "be prepared" for the weather to come.

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

- LSA Kate has been busy assisting with social media content for our upcoming programs and has begun planning and preparing for some spring/summer initiatives, while LSA Stacey has taken the time to do some deep cleaning of the branch and rearranging of the shelves while the branch is closed to patrons. In addition, both staff have completed various online training and webinars while the branch has been quiet.
- Staff continue to assist with many proof of vaccination QR code requests, receiving multiple requests daily for this service. Patrons and community organizations are quick to share the service with inquiring individuals, and many are grateful for the fast and reliable service.
- Although we have been curbside for the entire month of January, and inside the branch has been quiet, our 'Hold Shelf' has not been empty. In fact, it has been overflowing. Many patrons transitioned easily to ordering their items online, or through staff, and have proven to be extremely resourceful during this 'limited access' period.

WILLIAMSBURG BRANCH: (Cheryl T.)

- The SDG Holiday Staff Recipe Book was released just in time for patrons to try out some of the delicious recipes over the holidays! Patrons were excited and reported back that they had baked some tasty treats to share with family and friends.
- January brought a return to curbside pick-up, and having done this before, patrons were quick to pivot and thankful to still be able to access the many wonderful resources our Library system offers!
- The Williamsburg rink recently opened to the delight of many residents, and once in-person browsing resumes, the Library has many "cool reads" on display!

DISTRICT SUPERVISOR: (Cheryl S.)

- Off on medical leave throughout the month of January.



Branch & Supervisor Report – District 3

February 10, 2022

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

- Reusing signage created last year, we resumed curbside pick-up service easily at the branches to offer library materials to members in a safe manner. We also recognized the value of our printing services and continued to print vaccine certificates, and other essential documents on behalf of patrons with minimal contact.
- Although patrons were unable to enter the branch it didn't prevent them from seeking what was needed; a substantial increase in phone calls from patrons kept staff busy with fulfilling various types of requests, reader's advisory, and membership renewals.
- Readers' Advisory is a process that staff use to match readers with books and books with readers through direct and indirect means. With members not able to fully access the branches for browsing, LSAs Iris and Sylvie have been promoting Novelist Plus; an outstanding library database that connects readers', and books with the library's online catalogue.

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

- Lancaster Branch along with all the SDG Library Branches have returned to curbside pick-up services since December 28th, 2021, due to Omicron outbreak; signage was placed in windows directing members to our 24-hour access of online resources and our return to curbside pick-up service keeping everyone safe for the time being.
- A significant increase in phone calls from patrons seeking assistance with hold requests, book suggestions and information regarding curbside pick-up kept staff busy and also with printing vaccination certificates confirming how valuable our printing services really are.

AVONMORE BRANCH: (Kelsey D.)

- The return to curbside pick-up service in the branches was imminent and thankfully patrons remained positive and have re-adjusted once again to always keeping health and safety a priority.
- Online registrations and renewals have increased substantially since returning from the Christmas holidays as LSA Kelsey, registering and renewing over 90

memberships and remarking that some three-year inactive members have returned to using the library.

MAXVILLE: (Emily A.)

- The virtual book club now called “Cover to Cover”, resumed in the new year with the news that it will remain even when the pandemic ends. The new name reflects how this new venture has evolved over time into an online community group that continues to grow with an emphasis on the importance of staying connected with our communities whether it’s in-person and/or online.
- With assistance of many colleagues, we created two videos to help promote the ‘Read in 15” initiative which promotes the importance family literacy on January 27; one was for our TikTok platform and the other on our website and other social media with anticipation of creating a third video using images of our patrons who submit photos of how they participated in the event.

WILLIAMSTOWN: (Julie C.)

- LSA Julie has been busy providing and adapting to curbside pick-up services. Members have appreciated the speed, the convenience when they pick-up their held items with also being able to obtain readers’ advisory services while maintaining social distancing.
- Collection maintenance is an important component of a library’s collection management system and is often related to the goals and mission of the library. Regardless of format, a best possible library collection is one that is reviewed on a regular basis for accuracy, usage, and subject area gaps; it was a focus this past month during down times.

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)
- Submitted payroll time sheets for staff using the new portal.
- Completed a performance review and meeting for a 6-month end of probation period.
- Performed adjustments required in Polaris in preparation for “Fines Free” of children’s material beginning March 1st.
- Attended January board meeting and participated the official “Strategic Planning Kick-off” session.



MONTHLY ACTIVITY REPORT TO THE DIRECTOR OF LIBRARY SERVICES

COMMUNITY LIBRARIAN

Date: January 2022

WORK COMPLETED:

- Edited and published Winter 2022 Navigator in collaboration with J. Lamarche
- Prepared for return of District 3 Supervisor from maternity leave in early February
- Designing a two-page ad for Long Sault and Ingleside branches in the South Stormont Spring/Summer 2022 Community Guide
- 2022 'Read for 15 SDG' Challenge campaign
- Wrote grant applications for the Canada Summer Jobs federal funding program
- Updated website content to feature current programs and events
- Prepared media release for 'Read for 15 SDG' initiative
- Developed a plan to reopen branches beginning February 7, 2022, after temporarily resuming curbside pickup service in December 2021
- Kept the Library's social media pages up to date
- Attended the January 2022 Library Board meeting and Strategic Planning kick-off
- Weekly meetings with Director of Library Services
- Weekly meetings with District Supervisors, and check-ins with Courier Driver

WORK IN PROGRESS:

- Collaboration with South Nation Conservation to hold StoryWalk at Warwick Forest on February 12, in celebration of their 70th anniversary
- Attending OLA Superconference in early February
- Planning for Freedom to Read week
- Planning marketing campaign for Fine Free on Childrens' Materials
- Envisioning updating exterior Library signage from old to current logo, reaching out to businesses for quotes
- Collaborating with branch staff to create updated slideshows featuring Library services, to be displayed
- Planning for the Spring 2022 Navigator



January-February, 2022

DIRECTOR OF LIBRARY SERVICES

February 10, 2022

WORK COMPLETED:

- 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
- Preparation of 2021 Inventory Report for Financial Services
- Preparations for return of Administrative Assistant-Library: Darlene Atkins to hold position on a part-time basis until further notice
- Statistical summary preparations – new template set up
- Acquisition and distribution of branch and office supplies during absence of Administrative Assistant
- Staff development: Introduction of 'Not Myself Today' online training offered by Canadian Mental Health Association (CMHA)
- Registrations for Library Board members and staff to attend virtual OLA Super Conference
- Provision of follow-up information for Strategic Planning consultants
- Attendance at weekly Directors' meetings
- January 20: participation at OLS' Informal CEO Networking meeting
- January 26: meeting with L. Miettinen, CEO, Oxford County Public Library, re capacity & staffing
- Attendance at weekly Library Management Team meetings
- January 28: meeting with T. Simpson, K. Beehler, and M. Jans (SDG Counties) to discuss air quality reports for Williamstown and Lancaster Branches

WORK IN PROGRESS:

- Collections Development: Adult Fiction (print & digital – new area of primary responsibility); Large Print fiction (print); Purchase Suggestions; Adult A/V material
- Staff development – Team Building
- Ongoing support for Strategic Planning consultants
- Ongoing eScribe (agenda creation software) training

January 24, 2022
The SDG Library Board
c/o Karen Franklin
26 Pitt St.
Cornwall, ON, K6J 3P2

Sent via email to kfranklin@sdglibrary.ca

To the SDG Library Board,

I would like to offer some information regarding the Federation of Ontario Public Libraries that will hopefully influence your decision to support us. Thank you for taking the time to learn more about our organization.

What is FOPL?

The Federation of Ontario Public Libraries (FOPL) represents Ontario's over 320 public library systems, including First Nations Public Libraries, exceeding 1,100 branches in virtually every Ontario community. Of these public library systems, 247 of them are members. We are also supported by our association members such as the Ontario Library Association, Library Services Centre, the Ontario Library Service, to name a few. Our primary function is to advocate for the collective interests of the library sector.

FOPL is governed by a 23-member Board made up of representatives from the following caucuses:

- First Nations Caucus – 2 members
- Francophone Caucus – 2 members
- Large Urban Caucus – 6 members
- Northern Caucus – 2 members
- Rural Caucus – 2 members
- Small / Medium Caucus – 4 members
- Toronto (no caucus required) – 4 members

The Executive Director of the Federation of Ontario Public Libraries sits on the board as a non-voting member. As each Caucus is represented, we ensure that we are representing the interest of EACH public library in Ontario. Large, small, rural, northern, francophone or First Nation, we want to ensure that your best interests and needs are taken forward to our Provincial Government.

Our Mandate

FOPL's strategic focus includes Advocacy, Marketing, and Research & Development.

Advocacy

As ONE VOICE, FOPL ensures issues facing public libraries are presented in a consistent manner benefiting all public libraries across Ontario. FOPL provides various levels of government with a view of public libraries as a united, relevant and integral component for economic and community development worthy of strong and continued support.

Marketing

To market and promote the services provided by public libraries in Ontario, to highlight the economic and social value public libraries contribute to the development of our communities, and to strengthen the support of funding bodies and the community at large.

Research and Development

Engage in research that provides insight into present and future environments, issues and developments facing public libraries. This reliable data can be used by public libraries as a base for strategic and operational planning and decision making, and to support advocacy efforts and marketing.

Accomplishments: 2020/2021

Highlights of the 2020 work include:

1. FOPL effectively communicated with the MHSTCI regarding the needs of Libraries during the pandemic, achieving:
 - Formal ability for libraries to hold virtual Board meetings
 - The inclusion of Libraries in the early stages of re-opening, and inclusion of essential in-person library services through all scenarios from Green to the Grey “lockdown”
 - The early release of the PLOG and other funding streams
 - Entering the second Shutdown in December, we continued to advocate for the necessity of library services in supporting the community during the pandemic, as well as the longer-term role of libraries in facilitating province-wide access to digital infrastructure
2. Throughout 2019-20, we successfully defended the continued inclusion of libraries in Bill 108, resulting in an *increase* in the amount of money that can be collected for libraries through development charges from 90% to 100%. The new regulations also preserve libraries’ ability to use development charge funds for IT and collection development purposes, maintaining the flexibility and usefulness of the funds.
3. With a Trillium Grant, piloting a project called MINE: Mobile Information for Newcomer Employment. This project seeks to find new ways to connect libraries with New Canadians and facilitate improved employment and economic growth.
4. The Open Media Desk has continued as a sustainable e-learning project for Library marketing staff to grow their storytelling & social media skills, as well as a shared resource for pandemic-related information, ensuring that libraries have current information to share with their users without duplicating efforts.
5. FOPL has continued to work collaboratively with OLA and the OLSs, for maximum effect.

Work from 2021 continues into 2022:

1. Expert guidance and training for members on development charges to come in 2021. Training and education on Provincial-level topics is part of FOPL’s current strategic plan and increased knowledge about development charges is essential for the many new CEOs to be able to advocate for their libraries when their municipalities draft new DC by-laws.
2. With the release of the 2019 Annual Survey of Public Libraries data in December 2020, FOPL will be completing another entry in the FOPL Open Dataset series. Underpinning all our advocacy work with Province-wide data describing the trends, successes, and gaps in Ontario’s Public Libraries, this is a valuable report for all libraries. Statistical comparison reports for individual libraries available on request.
3. Budget advocacy for 2021 continues; having avoided cuts in 2020, in partnership with OLA and our government relations firm we are focusing on increasing spending on an Ontario Digital Public Library and broadband infrastructure. We are also keeping a close eye on any budgetary items related to ServiceOntario, OLS, schools, and digital initiatives.

Why Join FOPL?

While the Ontario Library Service provides essential services to our public libraries, they are funded through the Ministry of Finance and are governed by the Ministry of Heritage, Sport, Tourism, Culture Industries. This prohibits them from lobbying/ advocating to the provincial government for things like increases to the grants that they administer. All our advocacy work is done in conjunction with the Ontario Library Association to present a strengthened and united front on behalf of our library members. The OLA is broadly focused and is a membership organization based on individuals and therefore does not represent libraries as a whole. They rely on FOPL and our board to influence our government relations priorities, budget asks and overall advocacy initiatives. Instead, FOPL and OLA meet regularly with OLS to understand the needs of the sector and work together to bring about change.

Our Caucus representatives influence and give feedback on our priorities and the direction we need to take our advocacy initiatives. The funds from our membership fees are used directly for our advocacy initiatives, research, data reports and marketing, for example, in April of this year we contracted Hemson to write a white paper that was successful in reclaiming 100% of development charges for public libraries, which came with a subsequent presentation and training for all of our member libraries.

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

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.

To learn more about FOPL, please visit our website at www.fopl.ca

Kind Regards,



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Library Board Self-Evaluation Policy

Policy level: Governance

First Approved:

Policy Review Date:

Policy Number: 2022-01

Purpose:

The Stormont, Dundas and Glengarry Library Board is committed to continuously improving its performance as well as the overall governance of the SDG Library.

To achieve this goal, the Board will evaluate itself, through a Board Self-Evaluation process. Board Self-Evaluation is to assess management of the board, to acknowledge goals achieved, determine strengths and weaknesses, provide perspective to the Board's activity during the preceding year and act as a guide in the coming year.

The Chair, working closely with the Director of Library Services, shall be primarily responsible for planning, implementing, and ensuring follow-up for each of these activities, as well as implementing any actions.

Procedure

In May and October of each year of the Library Board's term of office, each member of the Board will receive a copy of the Board Self-Evaluation questionnaire. The questionnaire will be completed and returned to the Chair.

The questionnaire will be aggregated by the Chair and discussed by the Board in June and December of each year.

The Board may formulate a work plan which will highlight specific goals and objectives for its development in identified areas to be considered for the following six-month period.

Board Evaluation Form

An evaluation form (see Appendix A) shall be used to obtain Board member input into the following areas:

- Section A: How well has the Board done its job?
- Section B: How well has the Board conducted itself?
- Section C: The Board's relationship with the CEO/Director
- Section D: Feedback to the Chair of the Board
- Section E: My performance as an individual board member (not shared)

All board members should answer each question as honestly as possible.

Sections A, B, C and D will be compiled and discussed by the whole board. The Director of Library Services should also complete these sections.

Section D provides valuable feedback to the Chair.

Section E is for your own personal evaluation and is not shared or discussed with the board.



Stormont, Dundas and Glengarry Library Board Self-Evaluation Form (covering 2019-2021)

5 – Strongly Agree; 4 – Agree; 3 – Neutral; 2 – Disagree; 1 – Strongly Disagree; 0-N/A or insufficient data

Section A: How Well Has the Board Done Its Job?

Statement		Rating					
		5	4	3	2	1	0
1	The Stormont, Dundas and Glengarry Library Board operates with a strategic plan or a set of measurable goals and priorities.						
2	The Board's regular meeting agenda items reflect our strategic plan or priorities.						
3	The Board has created or reviewed, in this period, some key governance policies.						
4	The Board collaborates with the Library CEO/Director to set goals, reference, and revise policies when appropriate.						
5	The Board has identified and reviewed the Library's relationship with each of its key stakeholders.						
6	The Board has ensured that the Library's accomplishments and challenges have been communicated to key stakeholders.						
7	The Board has understood and respected that our role is in governance and not operations.						



Stormont, Dundas and Glengarry Library Board Self-Evaluation Form (covering 2019-2021)

5 – Strongly Agree; 4 – Agree; 3 – Neutral; 2 – Disagree; 1 – Strongly Disagree; 1-N/A or insufficient data

Section B: How Well Has the Board Conducted Itself?

Statement		Rating					
		5	4	3	2	1	0
1	Board members have been provided with enough information through orientation packages and training to successfully fulfill our roles and responsibilities.						
2	The Board agenda is provided in advance and includes all necessary details to complete meetings in a timely manner.						
3	Board members come to meetings prepared.						
4	The Board receives relevant reports prior to meetings.						
5	Decisions are made collaboratively with consensus following parliamentary protocols.						
6	Board meetings are engaging and provide personal development.						
7	Opportunities for Board training and/or joining subcommittees is offered in a fair and transparent manner.						



Stormont, Dundas and Glengarry Library Board Self-Evaluation Form (covering 2019-2021)

5 – Strongly Agree; 4 – Agree; 3 – Neutral; 2 – Disagree; 1 – Strongly Disagree; 1-N/A or insufficient data

Section C: The Board’s Relationship with the CEO/Director

Statement		Rating					
		5	4	3	2	1	0
1	There is good two-way communication between the Board and the CEO.						
2	The Board trusts the judgement of the CEO.						
3	The Board has discussed and communicated the kinds of information and level of detail it requires from the CEO.						
4	The Board has developed formal criteria and a process for evaluating the CEO.						
5	The Board, or a committee of the Board, has formally evaluated the CEO within the last 12 months.						
6	The Board evaluates the CEO primarily on the accomplishment of the organization’s strategic goals and priorities and adherence to policy.						
7	The Board regularly provides the CEO with feedback and recognition.						



Stormont, Dundas and Glengarry Library Board Self-Evaluation Form (covering 2019-2021)

5 – Strongly Agree; 4 – Agree; 3 – Neutral; 2 – Disagree; 1 – Strongly Disagree; 1-N/A or insufficient data

Section D: Feedback to the Chair of the Board

Statement		Rating					
		5	4	3	2	1	0
1	The Chair is well prepared for Board meetings.						
2	The Chair helps the Board stick to the agenda.						
3	The Chair tries hard to ensure that every Board member has an opportunity to be heard.						
4	The Chair has demonstrated versatility in facilitating Board discussions.						
5	The Chair helps the Board work well together.						
6	The Chair demonstrates good listening skills.						
7	The Board supports the Chair.						



Stormont, Dundas and Glengarry Library Board Self-Evaluation Form (covering 2019-2021)

5 – Strongly Agree; 4 – Agree; 3 – Neutral; 2 – Disagree; 1 – Strongly Disagree; 1-N/A or insufficient data

Section E: My Performance as an Individual Board Member (not shared)

	Statement	Rating					
		5	4	3	2	1	0
1	I am aware of what is expected of me as a Board member.						
2	I have a good record of meeting attendance.						
3	I read the minutes, reports, and other materials in advance of our Board meetings.						
4	I am familiar with what is in the organization's by-laws and governing policies.						
5	I am encouraged by other Board members to express my opinions at Board meetings.						
6	I am a good listener and remain engaged throughout Board meetings.						
7	I follow through on things I have said I would do.						
8	I maintain the confidentiality of all Board decisions.						
9	I support Board decisions once they are made even if I do not agree with them.						
10	I promote the work of the Stormont, Dundas and Glengarry Library in the community and/or social media whenever appropriate.						

This self-assessment is designed to help board members review their contribution to effective governance by reflecting on their behaviour in relation to the board's roles, responsibilities, and activities.

Board Succession Planning Policy

Policy Type: **Governance**

Policy Number: **GOV – 04-01-14**

Policy Approval Date: **April 17, 2014**

Policy Review Date: **September 6, 2018**

Purpose:

An effective Library Board is comprised collectively of people who have the knowledge, the skills and background necessary to govern with excellence and to lead the Stormont, Dundas and County Library, hereafter known as ‘SDG Library’, in the realization of its vision. This Policy sets out the practices that will support the appointment of qualified Board members and planning for Board succession.

Guidelines:

1. The SDG Library Board recognizes that the ***Public Libraries Act***, R.S.O. 1990, c. P44, s. 10(4) requires that the Council of the United Counties of Stormont, Dundas and Glengarry appoint Library Board members. To support the appointment process, the Director of Library Services may make recommendations to the Lay Appointments Committee of the Council, based on criteria established in collaboration with the current Library Board.
2. The current Library Board shall:
 - a) undertake a review of the Board’s effectiveness in governing and accomplishing the SDG Library’s current planning document
 - b) solicit input from the Director of Library Services on the direction of operations
 - c) prepare a legacy document that outlines the Library Board’s successes and challenges, with recommendations for initial steps to be taken by the new Board
 - d) match the Board’s needs with the expertise and interests of the current members and identify the gaps that will need to be filled
 - e) establish the selection criteria for the appointing of Board members
 - f) inform potential candidates of the imminent appointment process
3. Newly appointed Board members shall be provided with an orientation session about library governance and services, which will include:
 - a) information on the SDG Library’s vision, mission, values, accomplishments and challenges
 - b) information on the role, structure, code of conduct and function of the Board
 - c) an introduction to the ***Public Libraries Act***
 - d) an introduction to the bylaws and governance policies of the SDG Library
 - e) a tour of the Library
 - f) a copy of the current planning document

Related Documents:

Public Libraries Act, R.S.O. 1990, c. P44