



MEETING AGENDA
Stormont, Dundas and Glengarry County Library Board

Thursday, May 12, 2022, 6:00 p.m.
Ingleside Branch
32 Memorial Square, Ingleside 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 - April 14, 2022	3
b. Library Board Special Meeting Minutes - April 27-28, 2022	
5. Delegations	
6. Consent Items	
a. Statistical Summary (Circulation) - April, 2022	7
b. Financial Report - April, 2022	8
c. Branch and Supervisors Reports - April, 2022	9
d. Systems Librarian Report - Not Available	
e. Community Librarian Report - Not Available	
f. Director of Library Services Report - April-May, 2022	13
g. Correspondence	
7. Action Items	
a. Additional Strategic Planning Consultation Work – Mission, Vision, Values	14
8. Discussion Items	

- a. Request for Proposals -- Service Delivery (Organizational) Review
- b. Policy Review -- Donations, Sponsorship and Fundraising Policy

23

- 9. In Camera
- 10. Adjournment

Stormont, Dundas and Glengarry County Library Board

Minutes

April 14, 2022, 4:30p.m.

Virtual Meeting, Broadcast live on YouTube

Members Present: Margaret MacDonald, Chair; James Algire; François Landry;
Alex MacIsaac (as of 5:30pm); David Smith; Lyle Warden

Members Absent: Tony Fraser, Vice-Chair

Staff Present: Karen Franklin, Director of Library Services

1. **Call to Order** – The meeting was called to order at 4:35pm.

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 amended.

CARRIED

1. An Action Item, “Organizational Review – Consultation Services” was added to the Agenda by the Director of Library Services.

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

4. **Adoption of Minutes**

Library Board Regular Meeting Minutes – March 10, 2022

Moved by: Jim Algire

Seconded by: François Landry

That the Stormont, Dundas and Glengarry County Library Board approves the Minutes of the March 10, 2022 regular Meeting, including the In Camera Minutes, as written.

CARRIED

5. Delegations – None

6. Consent Items

Moved by: David Smith

Seconded by: Jim 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: Lyle Warden

Seconded by: François Landry

That the Stormont, Dundas and Glengarry County Library Board approves the Access to Information and Protection of Privacy Policy, as presented.

CARRIED

MOTION

Moved by: David Smith

Seconded by: Jim Algire

That the Stormont, Dundas and Glengarry County Library Board approves the Political Elections Policy, as presented.

CARRIED

MOTION

Moved by: Lyle Warden

Seconded by: Jim Algire

That the Stormont, Dundas and Glengarry County Library Board authorizes the release of \$1200.00 from the Library's Specific Donations Reserve, to be used to help offset the cost of new carpeting at Winchester Branch.

CARRIED

MOTION

Moved by: David Smith

Seconded by: Lyle Warden

That the Stormont, Dundas and Glengarry County Library Board authorizes the Director of Library Services to seek proposals for external consultative services to lead a service delivery (organizational) review of Library Services, with responses to be brought to the Board for review and decision at its next regular meeting.

CARRIED

8. Discussion Items

Items discussed included:

- a) OLS Spring 2022 Board Assembly Report
- b) Policy Development – Disconnecting from Work Policy

MOTION

Moved by: Lyle Warden

Seconded by: David Smith

That the Stormont, Dundas and Glengarry County Library Board approves the Disconnecting from Work Policy, as presented.

CARRIED

9. In Camera

Moved by François Landry

Seconded by Lyle Warden

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 Plan).

CARRIED

MOTION

Moved by: Alex MacIsaac

Seconded by: David Smith

That the Library Board move from closed session without report.

CARRIED

10. Adjournment

Moved by David Smith

Seconded by Jim Algire

That the Regular Meeting of the Stormont, Dundas and Glengarry County Library Board be adjourned, to meet again virtually on Wednesday, April 27, 2022, at 9:00am and in person on Thursday, April 28, 2022, at 9:00am for two Special Library Board meetings, or at the Call of the Chair.

CARRIED

Board Chair/Vice Chair

Secretary

SDG Library

April 2022 Statistical Summary

Branch & Open Hours Per Week	Circulation					Borrowers	Visitors	New Patrons
	Print & A/V	eBooks & eAudiobooks	April 2022 Total	April 2021 Total	April 2022/2021 Difference			
Administration	304	8449	8753	9289	-5.80%	12		0
Alexandria (44)	2575	168	2743	2042	34.30%	301	793	11
Avonmore (20)	566	64	630	442	42.50%	71	141	5
Chesterville (17)	1033	130	1163	1115	4.30%	144	254	5
Crysler (20)	1016	34	1050	606	73.30%	116	132	5
Dalkeith Express	6	1	7	92	-92.40%	3	n/a	0
Finch (16)	259	29	288	301	-4.30%	43	88	3
Glen Walter Express	52	3	55	69	-20.30%	12	n/a	0
Ingleside (44)	1931	112	2043	1656	23.40%	209	875	8
Iroquois (20)	919	89	1008	877	14.90%	122	307	8
Lancaster (44)	1378	86	1464	1418	3.20%	182	448	10
Long Sault (30)	1518	103	1621	1190	36.20%	190	510	15
Maxville (16)	392	53	445	376	18.40%	68	130	1
Morrisburg (44)	1033	83	1116	1200	-7.00%	192	500	14
South Mountain (16)	727	57	784	564	39.00%	98	176	7
St. Andrews Express	106	17	123	112	9.80%	17	n/a	0
Williamsburg (16)	888	30	918	481	90.90%	93	225	8
Williamstown (17)	798	57	855	873	-2.10%	92	176	3
Winchester (44)	1463	150	1613	1361	18.50%	198	541	23
SYSTEM TOTAL	16964	9715	26679	24064	10.90%	2163	5296	126

"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	5560
cloudLibrary-Collection Usage	9715

LIBRARY MONTHLY STATEMENT



For Period Ending 30-Apr-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	-916	-500	416	-1,566
STUDENT FUNDING	0	-9,240	-9,240	-19,467
FEES & FINES	-2,327	-15,000	-12,673	-6,051
DONATIONS & SALES	-917	-8,125	-7,208	-3,104
TRANSFER FROM RESERVES	0	-90,000	-90,000	-6,698
Total REVENUE	-4,160	-254,626	-250,467	-168,647
EXPENSES				
FULL TIME WAGES & BENEFITS	220,984	857,645	636,661	813,106
BRANCH WAGES & BENEFITS	255,930	823,130	567,200	702,415
STUDENT WAGES & BENEFITS	0	19,034	19,034	18,924
BOARD MEETINGS & DEVELOPMENT	967	7,510	6,543	3,950
STAFF MILEAGE	977	6,000	5,023	3,073
STAFF TRAINING & DEVELOPMENT	6,651	16,635	9,984	9,096
PRINT MATERIAL	26,476	161,550	135,074	115,337
DIGITAL BOOKS	19,326	81,075	61,749	71,523
DATABASE SUBSCRIPTIONS	30,663	62,375	31,712	29,898
MAGAZINES, PERIODICALS & LEASED BOOKS	17,335	14,775	-2,560	18,407
SUPPLIES & EQUIPMENT	6,130	27,752	21,622	19,023
PHONES & INTERNET	12,850	65,835	52,985	48,588
PROMOTIONS & WEBSITE	576	18,775	18,199	9,782
PUBLIC PROGRAMS	287	10,050	9,763	7,502
COMPUTER PURCHASES	463	2,300	1,837	1,333
SOFTWARE SUPPORT	36,964	61,815	24,851	50,662
DELIVERY & OUTREACH VEHICLES	1,872	34,500	32,628	32,584
COPIERS & PRINTERS	1,647	12,000	10,353	9,521
COPYRIGHT & PERFORMANCES LICENSES	1,244	3,350	2,106	1,244
BRANCH CLEANING	14,562	57,240	42,678	58,596
BRANCH RENTS, INSURANCE & SECURITY	7,164	205,269	198,105	200,965
FURNITURE PURCHASE	758	52,000	51,242	56,262
AUDIT & LEGAL FEES	0	3,200	3,200	3,053
SPECIAL PROJECTS	11,075	60,000	48,925	10,542
SUPPORT FROM OTHER DEPARTMENTS	0	158,354	158,354	151,306
YEAR'S SURPLUS/DEFICIT	0	0	0	233,677
Total EXPENSES	674,901	2,822,169	2,147,268	2,680,369
Total GENERAL FUND	670,742	2,567,543	1,896,801	2,511,722



Branch & Supervisor Report – District 1

May 12, 2022

CHESTERVILLE BRANCH: (Jennifer H.)

- From the end of March to mid-April, the Chesterville Branch signed up several new adult and juvenile members, and also saw an increase in visitors. Several families who haven't been to the Library since before the pandemic returned to take out items and renew their memberships. The lifting of the time and occupancy limits in the Library, as well as the provincial easing of masking mandates, may have something to do with this increase in membership/return of members.
- Chesterville handed out all of its materials for the "Catch That Gnome" program and those who participated expressed great pleasure in chasing down the pesky gnome. It was a fun challenge!
- With the relaxation of time limits in the branch, many patrons are staying longer to browse, use the computers or iPad, or allow their children to play and colour. It's a welcome return to pre-pandemic times! As far as masking goes, staff estimate that about 70% of patrons continue to wear their masks while in the branch.

CRYSLER BRANCH: (Josée B.)

- The 'Maker Minute in a Bag – Soaring into Spring!' edition was a big success amongst Chrysler families. Just as with previous editions, all kits were picked up within a few days.
- The Chrysler Friends of the Library members were happy to have their first in-person meeting at the branch in over two years.
- LSA Josée noticed that patrons tend to stay longer in the branch. Whether it's students studying, families sitting and reading a story, visitors using the public computer stations, or patrons making use of the printing/faxing services, people seem to enjoy spending more time at the Library.
- LSA Josée continues to prepare boxes of books for the local school. She has also begun the annual collection maintenance process.

MAKERLAB – FINCH BRANCH: (Josée C.)

- The "Catch That Gnome" program ended last month. Over one-hundred and fifty participants enjoyed chasing after the gnome. So far, the gnome has settled into the Finch Branch quite nicely – he watches over LSA Josée while she works!
- Patrons have been enjoying the return of the toys! Many new faces have made their way into the MakerLab since the Library's full re-opening. Josée has had a few patrons coming to Finch specifically to check out the MakerLab and some returning patrons who haven't visited since the renovations.

- The 'Maker Minute in a Bag – Soaring into Spring!' edition was released in April. Within a day, Finch gave out two kits and the Ingleside Branch emailed to say that their ten kits had already been picked up by eager patrons in that location.
- The MakerLab underwent a big spring cleaning and the MakerKits were newly organized. The MakerKits have started making their way back out into the branches and Josée has learned about the Booking System.
- The MakerLab spearheaded a staff-led 'Shoreline Clean Up' initiative in Ingleside in celebration of 'Earth Day, Every Day'.

SOUTH MOUNTAIN BRANCH: (Ginette T.)

- Work continued in April on the "Mocha Mama Chocolate Spoons" virtual program, including the creation of ingredient kits and the accompanying video.
- LSA Ginette created a spring/Earth Day display for the children's section, featuring many tree-themed picture books. They were snapped up quickly!
- Staff helped set up a new community book club account and arranged for its first book club kit selection. Members are excited by the interesting range of titles that are available to borrow.
- Several patrons attempted the 'Blackout Poetry' challenge. One patron commented that it was a great introduction to poetry that's not intimidating to try.

WINCHESTER BRANCH: (Chantal N. & Rose D.)

- Patron use has continued to rise since the lifting of COVID restrictions. Patrons are particularly pleased to return to hour-long computer access. From teens participating in their online courses to patrons simply checking their e-mails, having more computer stations available—and a longer time to use them—has made many visitors happy.
- A return to in-branch activity has also meant a return to 3D printing! Requests for prints have begun and visitors who have not stepped foot in a Library since before the pandemic have been enthralled by the printer and its impressive abilities.
- The 'Maker Minute in a Bag' was once again a huge hit, with many compliments from parents on all the free activities that the Library continues to offer children in our community despite limited programming.
- The community continues to enjoy and compliment our renovated space. With the coming of spring, staff have noticed more children and families coming into the Library after school and in the evening.

DISTRICT SUPERVISOR: (Jenna L.)

- Promotions and/or staff support for District 1 programs/projects/operations
- Practices and procedures for MakerLab, including discussions/development of MakerLab webpage and updated MakerKit guidelines
- Development of Staff Support Plan (APLL Leadership project)
- Photo op/interview for North Dundas press release re: Winchester reno (April 20)
- Coordinated and led District Meeting for District 1 (April 22)
- Preparations for annual Performance Reviews
- Coaching/mentoring of Finch maker expert and development of MakerLab
- Attendance at APLL Term 3 Intensive (April 26-28)
- Staff scheduling and timesheets, supervision, and technology support



Branch & Supervisor Report – District 2

May 12, 2022

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

- SDG Library Staff celebrated Earth Day with a “Shoreline Cleanup” at Farran park. A bag of garbage and a bag of recycling were collected. We are hoping to expand on this initiative next year.
- The branch was busy in April with families out for bike rides or walks enjoying the spring weather. Bikes repair kits are available at our Resources Branches.
- With the Covid restrictions loosening many families took advantage of the museum passes.
- Staff continued to help many patrons with outreach services. This included delivering books to seniors, dropping off books at the school, or dropping off books/DVDs to someone who is ill or just home from the hospital. This service is appreciated.
- LSA Linda continued to restocked the “Little Free Library” in Newington. Many families in that community use this service and its central location helps.
- District 2 held their first in person district meeting in two years. It was great to see everybody again. Phone calls, emails, and virtual meeting have been a staple throughout the pandemic but there nothing like getting together in person!

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

- The experiments, crafts, and activities and the free 3D Print coupon found in the “Soaring into Spring”, Maker Minute in a Bag were very popular with families. One patron commented that her daughter “was just thrilled with the bags of activities and could not wait to start the new Spring ones”.
- Long Sault staff were thrilled to welcome back Book Club members for in-person meetings. All involved were eager to try out the new “Read it, Liked it, Share it” format.
- As the weather improved and Spring finally arrived the Long Sault Branch welcomed more patrons to revisit the collections, browse new materials and enjoy the new displays

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

- “Soaring into Spring Maker Minute Kits” were a great hit and welcomed by all our wonderful families. The Free 3D print coupons included in the kits, were quickly submitted by eager children, wishing to request something cool from the catalog. These kits are always a huge success at our branch, and we appreciate the time and dedication it involves from the MakerLab.
- Many branches participated in this month's 'Black out Poetry' program. Morrisburg was pleased to see so many submissions from patrons across the system, but also from engaging library staff as well.

- Local artist Brenda King displayed her 'Ukrainian Artwork' at the branch. Patrons and local community were invited to stop by the branch to enjoy the beautiful painted pieces.
- Patrons and staff were happy to hear The Green Food Box program had restarted! This initiative, organized by the House of Lazarus, offers an opportunity for the community to purchase fresh fruits and veggies at affordable prices. Patrons can pay for their boxes at any of the three branches in South Dundas.

IROQUOIS: (Jeannette D. and Eleanor P.)

- It appeared patrons of all ages were getting more comfortable spending extended amounts of time in the library either browsing for books, just being kids, discussing the books they are reading or using the computers (particularly students).
- We saw a renewed interest from teachers at Iroquois Public School wanting to plan class visits.

WILLIAMSBURG: (Cheryl T.)

- Warmer temperatures brought more Williamsburg residents outside and to the local park, where, unbeknownst to some, the library happens to be located!
- Several new patrons were welcomed to the library. It was a privilege to introduce new patrons to all the SDG library has to offer. One patron commented, "I thought we would come in once a week, but maybe we will be here more often" as his daughter selected several bedtime storybooks.
- The last few months were especially exciting for young patrons as, first over the school break, they enjoyed loot bags provided by the South Dundas Fire Prevention Program and then the MakerLab offered amazing activities around the theme, "Soaring Into Spring".
- Young and old alike enjoyed the Gnome Escape Room and dabbling in poetry for the Black Out Poetry challenge.
- And of course, patrons continued to stock up on books, magazines and DVDs for rainy days, as the saying goes, April showers, read for hours!

DISTRICT SUPERVISOR: (Cheryl S.)

- Attended meetings: Team Management, Health & Safety, Supervisor Meeting and District Meeting
- Attended LEAP Polaris training session
- Troubleshooting issues with PressReader and cloudLibrary
- Assisted with library social media postings and updates to Library website
- Collection Management; uncirculated items, selections list for children's fiction and non-fiction materials
- APPL Term 3 Intensive (3 day workshops)



April-May, 2022

DIRECTOR OF LIBRARY SERVICES

May 12, 2022

WORK COMPLETED:

- Collections Development: Adult Fiction & Non-fiction (print & digital); Adult A/V materials; Juvenile graphic novels; Large Print Fiction (print); Purchase Suggestions
- April 19: Attendance at County Council regular meeting – presented Action Request for \$73,000 in COVID funding to purchase 63 computers, monitors and security cables for branches
- April 20: Photo opportunity with Mayor Fraser at Winchester Branch, following recent renovations
- April 25: Attendance at 'Development Charges' start-up meeting with Directors
- April 27-28: Participation at Library Board's special (Strategic Planning) meeting
- May 3: Participation at OLS' CEO networking meeting
- May 4: Participation at Library's management meeting
- May 6: Attendance at District 3's spring meeting
- Attendance at weekly Directors' meetings
- Attendance at weekly Records Management meetings (some cancelled while waiting for pending RFP)
- Preparations of Agenda for Library Board regular meeting – **Thursday, May 12, 2022, 6:00pm @ Ingleside Branch**
- Various human resources activities: including review of applications for Systems Librarian, Casual Support Assistants

WORK IN PROGRESS:

- Collections Development: Adult Fiction & Non-fiction (print & digital); Adult eAudiobooks; Adult French Fiction (print); Adult Fiction and Non-fiction DVDs; Graphic novels
- Research on fundraising strategies
- Development of Library Board legacy document(s)
- Requests for Proposals: Organizational Review
- Preparations for annual Performance Review of Director of Library Services



ACTION REQUEST

<p>To:</p> <p>Date of Meeting:</p> <p>Subject:</p> <p>Relevance to priorities:</p>	<p>Members of the Library Board</p> <p>May 12, 2022</p> <p>Additional Strategic Planning Consultation Work – Mission, Vision, Values</p> <p>Review and Evaluate the Library’s Collections and Services</p>
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RECOMMENDATION(S): That the Stormont, Dundas and Glengarry County Library Board approves the quotation from Laridae Communications Inc. for additional strategic planning services in the form of a revision of the Library’s mission and vision, and development of organizational values, and authorize the Director of Library Services to sign all necessary documents to give effect to a contract for this additional service.

EXECUTIVE SUMMARY: Discussions have taken place at the recent Special Meeting of the Library Board, during which it was identified that the Library’s current Mission and Vision statements may not reflect the strategic direction that the Board want to take. It was also noted that the SDG Library does not currently have a document that expresses its organizational Values. It was determined that it is important to ensure that our Mission, Vision and Values are clearly identified and expressed as part of the Board’s plan, and that they become an integral part of the new Strategic Plan.

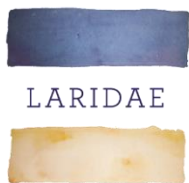
Laridae Communications Inc. have provided a separate Quote for this additional work (attached).

OPTIONS AND DISCUSSION: Authorize the Director of Library Services to formalize the execution of this work by Laridae Communications Inc. as an additional facilitation. **This is the recommended option.**

Do not approve this additional work -- **not recommended.**

FINANCIAL ANALYSIS: The Quote for the additional consultative work is \$4200.00 plus HST. The approved 2022 Budget allows for up to \$40,000 to be spent on Strategic Planning. This additional amount would still come within that budgeted amount.

There would be no financial impact, of course, if the Board decides that it does not want to enter into a contract with an external consultant.



QUOTE: MISSION, VISION & VALUES

SDG LIBRARY

APRIL 29, 2022

PREPARED BY
Rachel Pott, Consultant

Laridae Communications Inc.
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Peterborough, ON K9J 2V3

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PREPARED FOR
Karen Franklin, Director of Library Services

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Laridae
269 Charlotte Street
Peterborough, ON K9J 2V3



April 29, 2022

Dear Karen:

Re: Mission, Vision and Values

It was a pleasure to facilitate the Board through the strategic planning retreat. Following up on our discussions at that session, please find attached Laridae's quote for the Board's consideration, for the revision of SDG Library's mission and vision, and development of organizational values.

It has been a pleasure working with you over the past several months, and Laridae would welcome the opportunity to continue to engage with you and your team. Our proposed approach and pricing are detailed in the proposal below.

Please let us know if you have any questions. We look forward to hearing from you.

Sincerely,



Rachel Pott, Consultant
Laridae

1.1. Format and Deliverables

Overview

In all Laridae strategic planning processes, mission, vision, and values are addressed, reviewed, and refreshed. Sometimes through these processes, it is identified that the mission, vision, and values require being completely re-written. As a follow up to the strategic planning retreat, many organizations choose to engage the organization's staff and board in a facilitated Mission, Vision, Values ("MVV") Development Workshop.

Mission, Vision, Values - three simple words that have a profound impact on your organization. What exactly are Mission, Vision, and Values statements and why are they important? During our interactive workshop, participants are guided through a series of engaging activities to collaboratively build and refine SDG Library's Mission, Vision, and Values statements using the initial work completed during the Strategic Planning process. Through the creative exercises and thought-provoking questions, participants will experience teambuilding, and a sense of ownership and renewed commitment to the organization's deepest purpose.

Deliverables

- **Development:** Development of content and consolidation of mission, vision, values information gathered through the strategic planning process.
- **Environmental Scan:** A scan of MVVs across the sector and region.
- **MVV Workshop:** 3-hour facilitated virtual workshop with 8-10 participants, with representation from the across the staff team and the Board (2 consultants).
 - Includes interactive activities, teambuilding, and facilitated discussions to meaningfully engage all participants in the development of the new MVV.
- **Report:** Summary report detailing the outcomes of the workshop and the draft mission, vision, and values statements (includes multiple mission and vision options).

1.2. Pricing Overview

Laridae's total fee for the **Mission, Vision, Values Development** process is **\$4,200 plus HST**.

The deliverables, and the fee, will not change unless mutually agreed in writing, and in advance of work beginning.

Additional Work: Additional work requested by the client outside the scope of these projects will be billed at \$175/hour plus HST and will be mutually agreed upon in writing and in advance of such work beginning. SDG Library will be responsible for expenses related to room rental, refreshments, and advertising.

1.3. APPENDIX: About Laridae

At Laridae, we are known for our excellence in strategy, training, governance, and engagement. We work only with non-profit organizations. As a management consulting and training company, we craft strategies and solutions with you and then support you to implement meaningful change, so your organization can soar.

Working across the province and beyond, we have a dedicated team of employees, as well as strong working relationships with a network of subject-matter experts. Our team members all have lived leadership experience that is relevant to the non-profit sectors in which we work. Our clients say we are efficient, creative, and collaborative.

We are committed, experienced, and easy to work with. Our values are central to the work that we do. We have extensive non-profit strategic planning, facilitation, and project management experience. *We work solely with non-profits, primarily in social services, community-based health, and arts and culture.* We are a Vendor of Record for the Ontario Government in eight management consulting categories, including Strategic Advisor and Strategic Public Engagement Specialist.

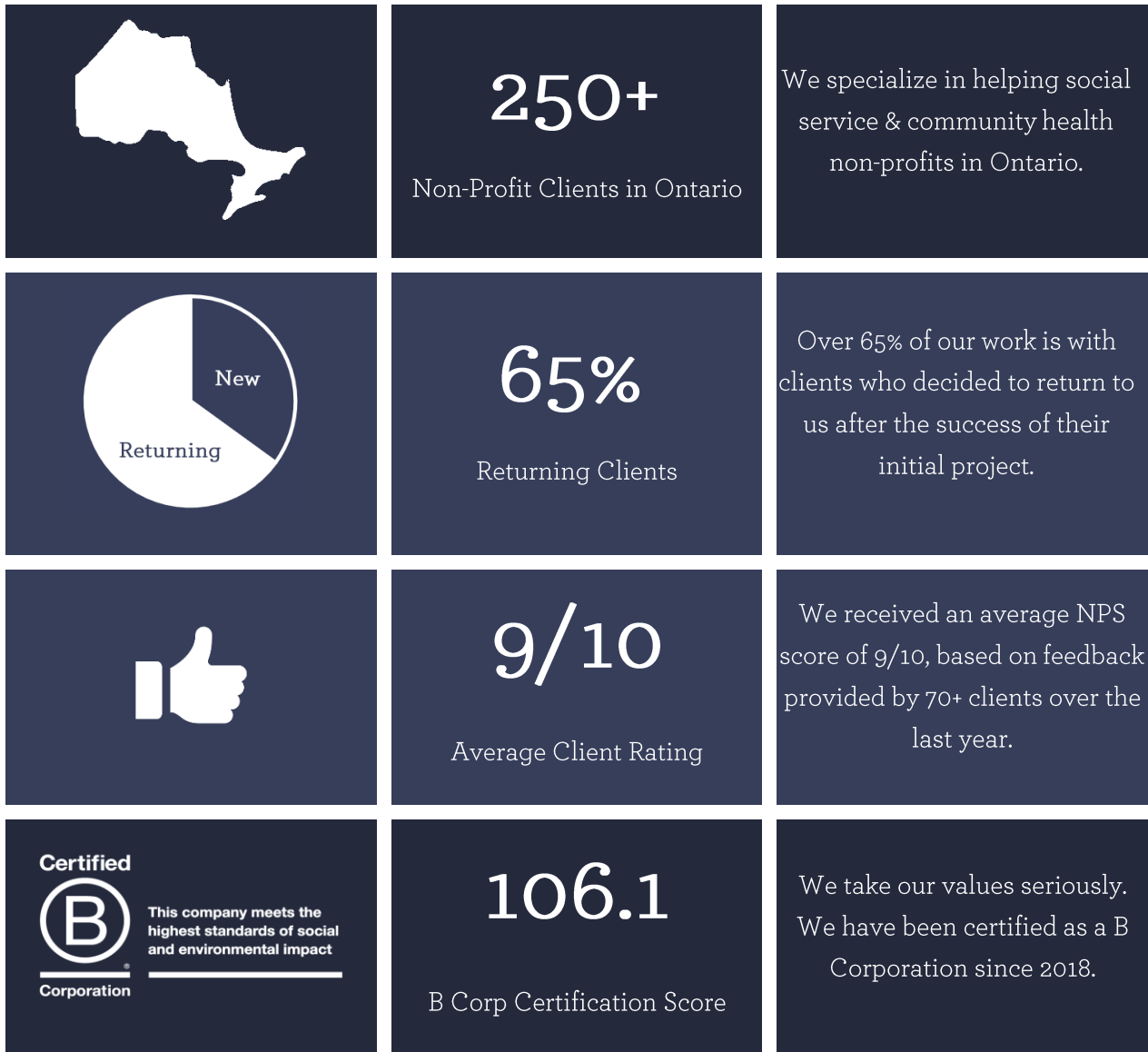


At Laridae, we know that non-profit and public-sector organizations are not the same as private companies. Leaders of mission-driven organizations need sound advice from those who share their values and worldview. While we are not a non-profit ourselves, we are a proud B Corp – certified to uphold the highest standards in corporate social responsibility. Nearly 70% of Laridae’s clients return for new projects.

We continuously evaluate how our practices impact our employees, our community, the environment, and our clients. It is important that the work that we do create a positive social and environmental impact, and that we actively influence positive shifts in anti-racism, anti-oppression, indigenous cultural safety, and LGBTQ and gender equality.

To that end, we released statements in 2020 and 2021, publicly committing our company to a series of actions in support of anti-oppression and anti-racism. The 2021 statement referenced actions completed in the past year and for the coming year. To read more visit: <https://laridaemc.com/updated-statement-on-anti-racism/>

1.4. Our Impact At-A-Glance



1.5. Our Services

Laridae has proven success in helping organizations manage change, communicate their purpose, and create inspiring, achievable, and transformational plans. As a consulting and training firm, Laridae has evolved over the years to ensure we continue to meet the needs of our clients and—ultimately—achieve our mission. Below are the general services offered,

although customized projects are approaches are regularly designed for clients outside of these service offerings.

Consulting	Learning
<ul style="list-style-type: none">• Strategic Planning• Mission, Vision, Values• Operational Planning• Operational Reviews• Communications Strategies• Brand Language & Positioning• Governance Reviews & Support	<ul style="list-style-type: none">• Governance Training• Leadership Development Program• Management Training Program• Deep Dive Sessions• Coaching for Boards, Leaders, and Managers

Donations, Sponsorship and Fundraising Policy

Policy level: Operational

Author: Director of Library Services

Date of Formal Board Approval:

First Approved: November 15, 2012

Review Date: May 12, 2022

Policy number: 2012-11-01

1. Purpose

The Stormont, Dundas and Glengarry County Library welcomes and encourages donations, sponsorship and fundraising activities from individuals, groups, foundations and corporations, for the purpose of enhancing Library services. The SDG Library's ability to provide meaningful services to the Stormont, Dundas and Glengarry community is wholly dependent on building strong connections with members of that community. Identifying deficits in our services and/or collaborating with community partners to bring benefits to our service area is the purpose of this policy.

2. Definition

"Donation" means a gift or contribution of money, goods or services given to the Library voluntarily toward an event, project or program as a philanthropic act. Contributions of skills or time through volunteer services do not qualify as donations, as they are not recognized as such in the Canadian Income Tax Act.

A "sponsorship" is a mutually beneficial exchange. The sponsor receives the benefit of reciprocal value in return for providing cash, products or services-in-kind to the Library.

"Fundraising" refers to the function of seeking financial support for a cause that benefits the Library.

3. Donations

It is easier for the SDG Library to manage monetary donations. Other types of donations will be considered upon application to the Director of Library Services. The Library reserves the right to use the donation in the best interest of the Library, and will make decisions regarding the investment, disposition and/or eventual disposal of all donations on a case-by-case basis.

Monetary Donations – All monetary donations will be used to further the mission and ~~purposes~~ **vision** of the Library at the discretion of the Library Board. Monetary donations may be designated for specific collections, equipment, furniture or **SDG** Library programs. Alternative purposes for donated monies may be considered upon application to the Director of Library Services. Tax receipts will only be issued for cash donations.

Donation of Collection Materials – The **SDG** Library is pleased to accept donations of the following in new or nearly new condition:

- Books -- less than three years old, as long as they meet the Library's guidelines and are deemed to be in demand.
- Literary classics -- any age but in good condition
- DVDs

Tax receipts will not be issued for used material.

Dated material or items in poor condition cannot be accepted. Donors must accept that donated materials may be used for fundraising purposes.

4. Sponsorships

Sponsorship initiatives need to be aligned with the goals and objectives of the **SDG** Library and with the aims of the prospective sponsor. Sponsors must accept responsibility for their part of the success or failure of the shared initiative. Promotion of and communications about the sponsored initiative must be coordinated between both parties and delivered in ways that are mutually agreed upon.

Sponsorship agreements valued at \$1,000.00 or less will be approved by the Director of Library Services.

Sponsorship agreements valued over \$1,000.00 will be presented to the Library Board for approval.

The sponsor will have no influence on the policies and practices of the Library.

5. Fundraising

Fundraising campaigns should always be undertaken after thorough discussion in order to ensure that they are in keeping with the Library's mission. Fundraising campaigns should be focused and aligned to the current ~~SD&G County~~ **SDG** Library Strategic Plan. Only such programs will be considered. Under the guidance of the Library Board, staff may develop and implement appropriate fundraising strategies, while maintaining awareness and respect for fundraising

endeavours undertaken by others within the Stormont, Dundas and Glengarry community.

The Library Board may choose to strike a fundraising committee that will create a fundraising plan and ensure the adherence of the fundraising principles of this policy. Fundraising campaigns that are branch specific, such as renovations, construction, or new furniture may have a donor recognition plaque erected in the branch specific to the campaign. If the campaign is over \$10,000, various donor levels will be determined based on the project. All proceeds must be submitted to the Library and tax receipts will be issued.

All fundraising campaigns with goals under \$1000.00 will be approved by the Director of Library Services.

All fundraising campaigns with goals over \$1000.00 will be presented to the Library Board for approval.

A written agreement will be signed by all parties involved in the fundraising campaign, including the Library Board, municipalities and/or other partners.(???)

6. Acceptance of Donations and Sponsorships

The **SDG** Library reserves the right to refuse donations. All donations become the property of the ~~Stormont, Dundas and Glengarry County~~ Library. The Library maintains complete jurisdiction over the disposition and/or disposal of donations.

The Library reserves the right to refuse any sponsorship offer and/or to terminate an existing sponsorship.

7. Official Tax Receipts

Official tax receipts will be issued to donors for income tax purposes, for monetary donations of \$20.00 or more on request.

Official receipts will also be issued to donors for gifts, upon provision of an invoice or receipt by the donor. Official tax receipts are not issued for sponsorships.

8. Records

~~Stormont, Dundas and Glengarry County~~ **The SDG** Library will maintain records of all donations accepted. The information contained in these records will be confidential unless the donor has agreed otherwise. Donor lists may be used by the Library for ongoing communication and the solicitation of future donations.

9. Recognition

Donations will be given formal acknowledgement, via a written thank-you letter. Cash donations of over \$500.00 to collections will be recognized (ie a bookplate): Bronze plate – \$500-\$1,000; Silver plate – \$1,001-2,500; Gold plate – more than \$2,500. Donors will be given the option donating to the collection of their choice (ie Children’s collections, Fiction etc.) and also of anonymity.

Publicity about donations may be considered, with the agreement of the Library and the donor(s).

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