



MEETING AGENDA
Stormont, Dundas and Glengarry County Library Board

Thursday, November 23, 2023, 5:00 p.m.

Avonmore Branch

16299 Fairview Drive, Avonmore 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 26, 2023	3
5. Delegations	
6. Consent Items	
a. Statistical Summary (Circulation) - October 2023	6
b. Financial Report - October 2023	7
c. Branch and Supervisors Reports - October 2023	8
d. Technical Services Report - October 2023	15
e. Community Librarian Report - October 2023	17
f. Director of Library Services Report - October 2023	18
g. Correspondence - Chrysler Friends of the Library	19
7. Action Items	
a. Library Board Self-Evaluation Policy - Review	26
b. Board Advocacy Policy - Review	34
c. 2024 Regular Meeting Dates and Locations	36
d. 2024 DRAFT Budget - Library Services	39

8. Discussion Items	
a. OLS Board Assembly Meeting - Fall 2023	41
b. Ontario Public Library Week in Review	44
c. Review of Library Board's 2023 Meetings	46
d. 2024 Board Meeting Topics	48
e. 2024 OLA Super Conference - Verbal Update	
9. In Camera	
10. Adjournment	

Stormont, Dundas and Glengarry County Library Board

Minutes

October 26, 2023, 5:00 p.m.

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

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

Members Absent: None

Staff Present: Rebecca Luck, Director of Library Services

1. Call to Order – Meeting called to order at 5:08pm.

2. Adoption of Agenda

Moved by Jason Broad

Seconded by James Algire

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

CARRIED

2.1 Additions, Deletions or Amendments – None

3. Declaration of Pecuniary Interest – None

4. Adoption of Minutes

4.1 Library Board Regular Meeting Minutes - September 28, 2023

Moved by Lachlan McDonald

Seconded by Jo-Anne McCaslin

That the Stormont, Dundas & Glengarry County Library Board approves the Minutes of the September 28, 2023 regular meeting, as amended.

CARRIED

5. **Delegations – None**

6. **Consent Items**

Moved by François Landry

Seconded by Tony Fraser

That the Stormont, Dundas and Glengarry County Library Board approves all items listed under the Consent Items section of the Agenda, as presented.

CARRIED

6.1 **Statistical Summary (Circulation) - September 2023**

6.2 **Statistics (Full) - July - September 2023**

6.3 **Financial Report - September 2023**

6.4 **Branch and Supervisors Reports - September 2023**

6.5 **Technical Services Report - September 2023**

6.6 **Community Librarian Report - Not Available**

6.7 **Communications & Marketing Report - September 2023**

6.8 **Director of Library Services Report - September 2023**

6.9 **Correspondence**

7. **Action Items**

7.1 **Procedure By-Law - Review**

Moved by James Algire

Seconded by Lachlan McDonald

That the Stormont, Dundas and Glengarry County Library Board approve the Procedure By-Law, as presented.

CARRIED

7.2 **Library Board Self-Evaluation Policy - Review**

Moved by François Landry

Seconded by Jason Broad

That the Stormont, Dundas and Glengarry County Library Board approve the Library Board Self-Evaluation Policy, as presented.

CARRIED

8. Discussion Items

8.1 2024 DRAFT Budget - Library Services

Moved by Jo-Anne McCaslin

Seconded by Tony Fraser

That the Stormont, Dundas and Glengarry County Library Board approve the DRAFT 2024 Budget as amended, and have it forwarded for consideration to the Council of the United Counties of SDG.

CARRIED

9. In Camera

10. Adjournment

Moved by Tony Fraser

Seconded by Jo-Anne McCaslin

That the Regular Meeting of the Stormont, Dundas and Glengarry County Library Board be adjourned, to meet again at the Call of the Chair.

CARRIED

Board Chair/Vice Chair

Secretary

SDG Library

October 2023 Statistical Summary

Branch & Open Hours Per Week	Circulation					Borrowers	Visitors	New Patrons
	Print & A/V	eBooks & eAudiobooks	October 2023 Total	October 2022 Total	October 2023/2022 Difference			
Administration	252	8974	9226	10285	-10.3%	15	0	1
Alexandria (44)	3327	194	3521	3389	+3.9%	454	1462	39
Avonmore (20)	467	52	519	754	-31.2%	89	224	0
Chesterville (17)	885	107	992	1267	-21.7%	154	338	8
Crysler (20)	1385	39	1424	806	+76.7%	109	749	7
Dalkeith Express	6	5	11	13	-15.4%	3	0	0
Finch (16)	507	46	553	354	+56.2%	67	249	4
Glen Walter Express	53	15	68	77	-11.7%	21	0	0
Ingleside (44)	1668	140	1808	1934	-6.5%	272	1390	14
Iroquois (20)	872	106	978	1025	-4.6%	164	502	10
Lancaster (44)	1544	78	1622	1600	+1.4%	214	687	12
Long Sault (30)	1504	105	1609	1748	-8.0%	258	634	11
Maxville (16)	600	61	661	611	+8.2%	95	255	5
Morewood Express	3	0	3	0		2	0	2
Morrisburg (44)	1662	96	1758	1733	+1.4%	326	1036	19
South Mountain (16)	1027	69	1096	806	+36.0%	132	321	5
St. Andrews Express	105	4	109	127	-14.2%	22	0	0
Williamsburg (16)	533	26	559	549	+1.8%	74	184	1
Williamstown (17)	1045	84	1129	843	+33.9%	130	262	13
Winchester (44)	2015	151	2166	2028	+6.8%	292	895	17
SYSTEM TOTAL	19460	10352	29812	29949	-0.5%	2893	9188	168

"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	4934
cloudLibrary-Collection Usage	10352

LIBRARY MONTHLY STATEMENT

For Period Ending 31-Oct-2023



	2023	2023	2023	2022
	ACTUAL	BUDGET	VARIANCE	YEAR'S ACTUAL
GENERAL FUND				
REVENUE				
ANNUAL PROVINCIAL FUNDING	0	-131,761	-131,761	-131,761
ONTARIO CAPACITY FUNDING	0	-1,500	-1,500	-3,076
STUDENT FUNDING	-8,152	-5,000	3,152	-4,193
OTHER FUNDING	0	0	0	-500
FEES & FINES	-11,376	-11,500	-124	-10,718
DONATIONS & SALES	-11,634	-7,850	3,784	-3,456
TRANSFER FROM RESERVES	0	-204,420	-204,420	-30,630
Total REVENUE	-31,162	-362,031	-330,869	-184,334
EXPENSES				
FULL TIME WAGES & BENEFITS	661,544	936,733	275,189	719,398
BRANCH WAGES & BENEFITS	693,698	793,444	99,746	814,755
STUDENT WAGES & BENEFITS	23,847	22,971	-876	22,384
BOARD MEETINGS & DEVELOPMENT	7,516	8,250	734	6,374
STAFF MILEAGE	9,007	6,200	-2,807	6,304
STAFF TRAINING & DEVELOPMENT	8,421	19,715	11,294	12,046
PRINT MATERIAL	108,368	175,500	67,132	115,083
DIGITAL BOOKS	67,796	95,000	27,204	78,999
DATABASE SUBSCRIPTIONS	47,293	62,761	15,468	44,105
MAGAZINES, PERIODICALS & LEASED BOOKS	6,620	13,217	6,597	8,046
SUPPLIES & EQUIPMENT	18,363	28,603	10,240	27,719
PHONES & INTERNET	43,731	57,688	13,957	48,341
PROMOTIONS & WEBSITE	74,100	87,000	12,900	9,354
PUBLIC PROGRAMS	5,089	11,500	6,411	9,017
COMPUTER PURCHASES	6,300	8,900	2,600	4,281
SOFTWARE SUPPORT	60,206	66,302	6,096	64,715
DELIVERY & OUTREACH VEHICLES	18,425	46,250	27,825	34,259
COPIERS & PRINTERS	5,593	10,000	4,407	11,651
COPYRIGHT & PERFORMANCES LICENSES	2,089	2,119	30	1,987
BRANCH CLEANING	3,244	10,000	6,757	38,168
BRANCH RENTS, INSURANCE & SECURITY	233,967	234,759	792	227,049
FURNITURE PURCHASE	72,152	84,200	12,048	49,747
AUDIT & LEGAL FEES	3,460	3,750	290	4,664
SPECIAL PROJECTS	15,853	41,150	25,297	81,934
SUPPORT FROM OTHER DEPARTMENTS	159,752	159,752	0	158,354
TRANSFER TO RESERVES	0	20,000	20,000	0
YEAR'S SURPLUS/DEFICIT	0	0	0	153,145
Total EXPENSES	2,356,436	3,005,764	649,328	2,751,877
Total GENERAL FUND	2,325,274	2,643,733	318,459	2,567,543

INFORMATION REPORT

<u>PREPARED BY:</u>	Kate Miner – District Supervisor (District 1) Jessica Lomberg – District Supervisor (District 2) Lorna Platts – District Supervisor (District 3)
<u>PREPARED FOR:</u>	SDG Library Board
<u>LIBRARY BOARD DATE:</u>	November 23, 2023
<u>SUBJECT:</u>	Branch & Supervisor Reports

DISTRICT 1

CHESTERVILLE BRANCH: (Jenn H.)

- 7 preschoolers and their adults took part in “Mini-Musicians” co-ordinated by Chesterville patron Erin Hopkins. Erin led the eager children through a half hour of musical games, using play to teach about composition and musical theory.
- Children and caregivers were able to craft up some ‘spook-tacular’ Halloween decorations. Creations included toilet paper roll bats and cats, spooky ghosts, and creepy spiders. Supplies and craft suggestions were on hand during the Branch’s open hours.
- Chesterville Branch has become a tutoring hotspot with the Branch table used by a local tutor on Wednesday and Thursday afternoons.
- LSA Jennifer created a blog post, Bibliocore list, blog post, and a display around her favourite activity, “National Novel Writing Month”, which runs November 1st through to the 30th. The Chesterville Branch was registered on www.nanowrimo.org as a Write-In location, with budding authors invited to use the space and Library resources to aid in the creation of their 50,000 word masterpiece.
- The Sphero Indi kit arrived and was a huge hit with kids and parents alike. Children easily grasped the concept and quickly had the little cars spinning, chirping, and racing around the Branch. What a fabulous addition to the Library’s MakerKits!

CRYSLER BRANCH: (Ian N.)

- This October, we brewed up a cauldron of excitement with our “Halloween Spook-A-Thon.” Local youths conjured up creative Halloween crafts, enjoyed a ghoulishly good time trick-or-treating, and paraded their spellbinding costumes through the branch. It was a 'fang'-tastic prelude to Halloween itself!
- Our little Branch has become the 'haunt' of choice for newcomers, with an influx of new families, and 'spirited' teens and young adults making the most of our facilities. We're thrilled to see our library community grow and thrive, making it a 'gourd'-geous place for all ages!
- Despite the cold and grey weather, we've continued to 'weather the storm' in the coziest way possible – by utilizing our reading patio "the Outdoor Chapter". We've turned the chilly outdoors into a thrilling space for book enthusiasts to savour a good read and a warm beverage. Crysler knows how to make even the coldest days full of literary warmth!

MAKERLAB/FINCH BRANCH (Josée C.)

- The MakerLab hosted another successful “Create it With Cricut” session, this time in Williamstown, where patrons were able to create stencils and vinyls to decorate artificial pumpkins.
- LSA Jo assisted South Mountain with their new “Cosplay Creators” program and was impressed with some of the work the younger patrons were able to accomplish. It’s been quite the crafty month!
- The continuing “Arts and Maths Club” hosted at the MakerLab has garnered a regular crowd of kiddos, and they’ve been helping decorate the Branch with their math-tastic artworks.
- Along with an uptick in MakerKit bookings for the Library system, we’ve seen a large amount of patron interest in 3D printing this past month. In addition, the MakerLab tested out its first overnight print for a custom request – a storage piece for a boardgame. The print came out successfully and both LSA Jo and the patron were pleased with the finished product.
- Visiting patrons have been enjoying (and asking after!) the new Sphero indi MakerKits that have been so popular in the Branches.
- LSA Jo was also happy to report seeing some of our young patrons making friends and even playing some of our guitars in-house together.

SOUTH MOUNTAIN BRANCH (Ginette T.)

- The TV and gaming area has been set up in the branch. Some adjustments had to be made to make the shelves more accessible when the gaming system was being used. As part of the change, the French children’s books are now in a more prominent location with non-fiction books grouped together as opposed to being shelved with the English collection. A shelving bay next to the TV is now used for storing all sorts of activities -- puzzles, board games and Lego -- as well as the Nintendo Switch console.
- The “Cosplay Creators” program was held twice this month. LSA Josée from the MakerLab got things started with a mask-making workshop for the first session. The second session was also attended well as children continued to work on their masks.
- The “Community Craft Circle” moved to a weekly schedule in October with crafters meeting every Thursday at 2 pm. Several worked on their knitting and crocheting while also enjoying great conversation. Other patrons visiting the branch were also happy to see members of the community gathering here -- with many stopping for a moment to join the conversation.
- The Sphero makerkit was called in to the Branch for a sneak peak for a program that will be held later this fall. While the kit was only here for a week, children of all ages had fun playing with it. While younger children explored the kit with a parent, older kids made elaborate courses stretching around the branch. A parent commented that the kit was fantastic.

WINCHESTER BRANCH (Rose D. and Chantal N.)

- Class visits have begun at the Winchester Branch and we are hopeful that even more classes will join us in visiting the library. Last year, we welcomed two kindergarten classes, but this year that number has increased to three, along with the addition of one 5/6 class. Classes from grades 3-5 have also been requesting additional French Materials

- “Stay and Play” is going very well with several families returning each week to listen to a children’s story, colour, play with our toddler toys and activity bins, as well as make connections with other families.
- Our “Frightening Friday Flick” on Friday the 13th featured the film M3GAN for teen viewers looking to embrace this special spooky day. Our teens enjoyed popcorn, beverages, and time with their friends in our multi-purpose branch Lounge.
- “Start a Series: Read-Along” has been a fun Friday afternoon activity for many young local readers looking to expand their imaginations. Attendees get to choose from a selection of pilot stories that are read together to introduce different series and encourage a passion for continued reading.
- Our “TAG (Teen Advisory Group),” information session was rescheduled to mid-October after a limited showing at September’s date. With increased promotion of the activity, we had a wonderful group of teens show up to discuss the possibilities that their support of the Library can offer their demographic, and the Library community at large. Branch Staff are looking forward to next month’s meeting to allow this great group the chance to start putting their ideas in motion.

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)
- Engaged in weekly Management Meetings; including budget meetings
- Program coordination for District 1
- Participation in SDG Reads Committee (ongoing)
- Participation in SDG Reads final event with author Maureen Jennings
- Assisted with website development
- Liaised with contractor regarding future branch improvements/renovations in Chesterville
- Led District 1 meeting
- Professional development: continued working on Excel courses through OLS
- Professional development: webinar “Collecting Stories from Underrepresented Communities: How to Co-Create a Community Archive at Your Public Library”

DISTRICT 2

INGLESIDE: (Linda P. and Coleen C.)

- Ingleside saw an increase in library visitors, staying busy with many school visits and scheduled programming. LSA Colleen started her Storytime sessions at the beginning of the month and finished the session with an engaging Halloween Storytime.
- The branch held a creative art program for teens where participants created sculptures that supported causes, they were passionate about using recycled materials and appreciating being environmentally conscious.
- Staff introduced an after-school Lego Club, staff and patrons are excited to see the attendance growing. Several homeschooling families have started to attend.

- The Ingleside Book Mates read and discussed *The Book Woman of Troublesome Creek* by Kim Richardson. A lively discussion was held. The group also discussed their attendance at the "SDG Reads" annual author visit event, enthusiastically sharing their highlights, which included meeting Maureen Jennings.

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

- Staff welcomed patrons and Iroquois residents to their "Open House" in celebration of Ontario Public Library Week. Library services and resources were showcased through captivating displays. Lively discussions were held, baked goods were consumed, and the open house registered many new members.
- Staff created an engaging "Halloween" display showcasing the branch's collection of themed books that were well received by patrons, requiring staff to replenish the display regularly.
- Printing services continue to be a very popular and much-appreciated service.

LONG SAULT: (Christine D., Ruchita S., and Colleen C.)

- Long Sault's interactive preschool "Fall Storytime" program series was well attended by young learners and their caregivers. These sessions engaged participants through stories, songs, and fingerplay activities.
- Staff led an engaging class visit for children, promoting library services and resources.
- Staff have fostered an environment of community engagement through their many passive social clubs. The "Threads of Friendship" sessions have continued to offer a welcoming haven for multi-talented individuals, including knitters, quilters, and crafters, and the weekly "Bridge Club" sessions remain an integral part of our library's offerings, catering to avid card players.

MORRISBURG BRANCH: (Cheryl T.)

- The "After School Club" celebrated "World Post Card Day" this month by sending postcards to friends and family across Canada. Participants had the privilege of having avid post-crossers Georgie and Donna lead the group in this event, where they shared their passion and unique collection of postcards.
- Morrisburg's "Spice Club" met to discuss and taste samples of dishes featuring "Pumpkin Spice." This growing club continues to be well attended, promoting community connections; club members brought in muffins, pies and there was even a pumpkin chili to sample.
- "Homeschool Hub" enjoyed using the Cubelets from the MakerLab this month, exploring the theme of coding and robotics, further developing their computational thinking skills.
- Staff hosted a successful "Life Sized Candy Land" event held on a school PA Day. The library was set up as a board game and young (and young at heart) patrons became life-sized characters in the beloved board game where everyone was a winner and got to take home a bag of sweet treats.

WILLIAMSBURG BRANCH: (Karen M.)

- Williamsburg celebrated Ontario Public Library Month with an interactive display showcasing musical instruments from the "Library of Things" collection. Patrons of all ages enjoyed playing

the keyboard, guitar, banjo, and ukulele, demonstrating that learning and creating music is accessible through the library.

- Staff were excited to introduce a weekly Storytime program at the branch and look forward to growing consistent attendance.
- Staff continue to build connections with the local school, providing weekly "book drops" services at Timothy Christian School. Staff deliver and pick up books that the teachers are using in the classroom.

DISTRICT SUPERVISOR: (Jessica L.)

- Regular scheduling, time sheets, board reports, and reports to Council (ongoing)
- Technology troubleshooting and support for staff and patrons (ongoing)
- Frontline customer service including email, and phone inquiries (ongoing)
- Scheduling support staff for programs, branch coverage, and courier relief
- Collection maintenance (ongoing)
- SDG Reads Author Event facilitation
- Engaged in Weekly Management Meetings; including budget meetings
- Professional Development courses: "The Internet Generation Connecting with Gen Z in the Library Landscape" and "Implementation Successful PBL + STEM Initiatives"
- Assisted in compiling data for the Library Technology Plan
- Assisted in compiling data for the Battery Backup Inventory
- Facilitated District Meeting
- Provided CELA program and equipment support
- Facilitated District Meeting on October 27th

DISTRICT 3

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

- Grade 7 and 8 Classes from Glengarry District High School have resumed their class visits. They will return every three weeks to borrow English and French reading materials. Students were given a Branch orientation to familiarize themselves with the collection and demonstrate how to maximize the benefits of an SDG Library card.
- An art collaboration with members of Community Living was the showcase for October. The "Artist Meet & Greet" was a success with 30 people coming out to see the art and speak with the artists.
- Alexandria had a colourful display about autumn showcasing themes surrounding Fall, Thanksgiving, preserving the bounty of our gardens and Halloween. The display was a successful way to market the collection with constant restocks happening.
- District 3 held their District Meeting at the Alexandria Branch. This gave all staff an opportunity to network and provided an opportunity to train on the new Library website.
- A large donation of reading glasses was made by the North Glengarry Alliance Church. These have been a huge hit with patrons and there are only a few left! The Branch is pleased to have such wonderful partners in the community.

AVONMORE BRANCH: (Kelsey D.)

- Patrons were excited for the “Little Adventurers’ Playtime” with registration full. Halloween activities and crafts were presented for our little readers.
- Branch staff were part of “SDG Reads” and welcomed guests at the door. The event was a huge success with over 130 people in attendance. Feedback for the event was overwhelmingly positive.
- Fall and Halloween displays have been popular with patrons and had to be constantly restocked. Mx. Bones, the Branch’s resident spooky season skeleton, was also a hit with patrons!

LANCASTER BRANCH: (Erin H. & Rachel L.)

- Lancaster used its displays to market nonfiction hobby collections as well as suspense thrillers through Halloween.
- The Branch hosted a “Halloween Costume Swap.” In all the program was a success with participants donating and trading used costumes and making a Halloween themed craft. Interest was expressed for a similar program next year.
- Staff led programs including “Spice Club” and the “Saturday Social” in response to popular demand.

MAXVILLE BRANCH: (Emily A.)

- “Cover to Cover Book Club” read Good for a Girl: A Woman Running in a Man’s World by Lauren Flashman. The book club now boasts over 200 members in the Facebook group, with a core group commenting on posts and attending virtual discussions.
- Maxville Branch has onboarded a new high school volunteer this month. The volunteer helps keep collections looking their best as well as helping to prepare program materials.
- “Making Friendship Bracelets” ran in October and was very popular with patrons. Several requests for similar programs have been made.

WILLIAMSTOWN BRANCH: (Julie C.)

- The MakerLab returned with “Create it with Cricut: Pumpkins & Stencils.” Patrons designed and made their own unique stencils and decorated pumpkins to take home. Registration for the program was full.
- Teens gathered in Williamstown for a cooperative version of popular Netflix show “Nailed It!” to make colourful autumn-themed cookie and marshmallow pops. This type of program helps teens feel more comfortable in the kitchen and promotes creativity.

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 (ongoing)
- Frontline customer service including email, and phone inquiries (ongoing)
- CELA Statistics (ongoing)



- Content creation for new SDG Library website (ongoing)
- Engaged in weekly Management Meetings (ongoing)
- SDG Reads Coordination (ongoing)
- Reviewed policies: Financial Control & Oversight
- Professional development: Overdue- Weeding Out Oppression in Libraries; EXCEL Strategic Planning Course.
- Documents in development: SelfCheck500 Troubleshooting Guide; SDG Reads Handbook; SDG Reads Key Information Report; Library Calendar of Events;

INFORMATION REPORT

<u>PREPARED BY:</u>	Cheryl Servais – Information Services Coordinator
<u>PREPARED FOR:</u>	SDG Library Board
<u>LIBRARY BOARD DATE:</u>	November 23, 2023
<u>SUBJECT:</u>	Technical Services Report

CATALOGUING/ACQUISITIONS TECHNICIAN: (Lucinda F.)

- 776 new items processed.
- Autumn outstanding order check, inquired after long outstanding orders and their due dates or shipment status. Requested a rush on all outstanding orders so they would arrive before mid-December.
- Created French order codes and budgets in Library Bound's system (i.e., French Adult Fiction, French Juvenile Fiction), and removed old unused codes. Configured spine labels and MARC records with Library Bound for these new codes and budgets.
- Worked on 2024 ARP set up form (Young Adult Fiction) and adjusted existing forms.
- Bestseller list additions and quantity changes for ARP.
- Created Serial holdings records for new magazine edition, "Root and STEM".
- Contacted vendors regarding damaged and misprinted items, requested replacement copies.

CATALOGUING/ACQUISITIONS TECHNICIAN (Temporary): (Stacey P.)

- Interlibrary Loans: 199 items sent to other library systems; 134 items received for SDG Library patrons.
- Sent out 14 book club kits to branches for October book clubs, including an interlibrary loan book club request for Maxville.
- Managed online registrations, totaling 22 new adult members, 2 new child members and 21 renewal requests.
- Updated the 'Welcome to the SDG Library' email, with new links and created a specialized email and package for online children's registrations.
- Created a step-by-step document for Online Registrations.
- Reviewed and edited over 180 bibliographic records and item records for our current CELA disc collection.

INFORMATION SERVICES COORDINATOR: (Cheryl S.)

- Created website content schedule for blog posts, staff lists and news articles to ensure new information, about library services and resources, is being added to the website on a regular basis.
- Completed monthly branch stats and sought feedback from staff on updating the online Monthly Branch stats spreadsheet for 2024 to ensure all pertinent information is being gathered and improvements to the form are incorporated.
- Attended Health & Safety Meeting, Management Meetings and General Staff Meeting.

- Assisted with the set up/takedown of SDG Reads event.
- Branch tours to finalize testing of wireless printing and follow up with all branches to sure it's working before it's officially announced.
- Setting up Automatic Release Plans (ARPs) for all print collections for 2024. This program ensures bestsellers and popular materials are automatically selected for inclusion in our collections.
- Managed purchase suggestions submitted by patrons through BiblioSuggest as well as requests submitted by branch staff to address gaps in their collections and replacements for worn/damaged materials.
- Submitted selections for eBooks and eAudiobooks through our cloudLibrary vendor including purchase suggestions, expired content and items that exceed our hold ratio.

INFORMATION REPORT

<u>PREPARED BY:</u>	Cassie MacDonell – Communications & Marketing Coordinator
<u>PREPARED FOR:</u>	SDG Library Board
<u>LIBRARY BOARD DATE:</u>	November 23, 2023
<u>SUBJECT:</u>	Communications & Marketing Report

MARKETING AND COMMUNICATIONS COORINDATOR (Temporary): (Cassie M.)

- Coordinated SDG Library’s promotions and celebrations of Canadian Public Library Month (October) and Ontario Public Library Week (Oct. 16 to 20) through social media, the press, the new website, and printed materials such as bookmarks.
- Organized a social media giveaway from Oct. 14 to 17 for Canadian Public Library Month, which reached 3,873 people (the average reach of our typical post is around 400), attracted 20 new followers to the Facebook page, and received 392 comments. Forty-one percent of people who participated in the social media giveaway included the reason why they loved the SDG Library, building the loyalty of current patrons, and showing new followers and viewers the value of the library system.
- Promoted SDG Reads through social media, a blog, the press, and on the homepage of the Library’s website.
- Alongside the rest of the SDG Reads Committee, created decorations, VIP Basket items, and designs to prepare for SDG Reads on Oct. 23. Aided with set-up and took pictures on the day of the event.
- Assisted the Information Services Coordinator with the launch of the website on Oct. 11, ensuring the design was cohesive throughout the site. Led the promotion of the new website.
- Completed day-to-day duties, such as keeping the website fresh with content, designing posters, and monitoring and posting on our social media platforms.
- Collaborated to successfully launch the Morewood Express Depot on Oct. 16, during Ontario Public Library Week.
- Coordinated with all Library branches to gather photographs to create a final Canadian Public Library Month promotion, using the photos to create a new Facebook banner that is cohesive with the Library’s branding.

INFORMATION REPORT

<u>PREPARED BY:</u>	Rebecca Luck – Director of Library Services
<u>PREPARED FOR:</u>	SDG Library Board
<u>LIBRARY BOARD DATE:</u>	November 23, 2023
<u>SUBJECT:</u>	Director of Library Services Report

STAFFING HIGHLIGHTS:

Michel Corriveau accepted the role of CSA within District 1 and commenced work on October 17th, 2023. Actively recruiting for Community Librarian.

DIRECTOR OF LIBRARY SERVICES: (Rebecca L.)

- Attended County Council meeting (October 16th) and Committee of the Whole meeting (October 30th).
- Attended weekly Director’s meetings with CAO and fellow County Directors.
- Attended and facilitated Management Team and Administrative meetings.
- Attended the Regional CEO meeting at the Prescott Public Library on October 4th. This meeting reviewed topics such as the PLOG application, typical week for the annual survey, e-resource programs and deadlines, collective purchasing agreements, and general networking opportunities.
- Virtually met with Ms. DeStefano to discuss PlayAway products.
- Met with Mary McCuaig to take a facility tour of the former North Stormont school, discussing the potential of having space allocated towards the Library.
- Attended District meetings (District 3: October 13th, District 1: 20th, and District 2: 27th).
- Completed the County’s Health and Safety training program and Violence and Harassment Policy.
- Attended the Warden’s Banquet held at the Chesterville Legion.
- Attended the SDG Reads event, held on October 23rd. Assisted with the set up and takedown of the event.
- Completed performance review of staff member (end of 6-month probationary period).
- Met and consulted with the County HR department to discuss human resource matters.
- Completed a draft copy of the 2024 SDG Library Budget, and met with County Finance department to review and discuss.
- Assisted with the launch of the Morewood Express depot, to coincide with Ontario Public Library week.
- Prepared Library Board Meeting Agenda for Library Board regular meeting – Thursday, October 26, 2023, 5:00pm at Administration.
- Preparations for the Annual General Staff Meeting – anticipated for November 7th.

Project Proposal for:

Crysler Friends of the Library Outdoor Space – “Outdoor Chapter”

November 2023

Project Outline

Part of the mandate of the Friends of the SD&G County Library groups is to provide support to enhance the facilities and/or services of library branches within the SD&G County Library system.

Through consultation with library patrons and staff, we identified that the current configuration of the exterior front entrance space is often confusing and potentially unsafe.

We, the Friends of the Chrysler Library, have a project proposal to:

Enhance safety for patrons and library staff entering and exiting the front entrance of the library. The proposed changes to the exterior front entrance space will include a defined parking area and additional outdoor seating, which will further enhance patrons’ experience and promote safety. The addition of outdoor furniture also improves beautification of the facility – an important strategy employed by all SD&G County libraries.

1. Needs

There is a need to promote the library as an inviting and safe space for new and existing patrons. This proposed project does not interfere with accessibility requirements. The Chrysler branch regularly hosts group classes from the neighbouring Notre-Dame-du-Rosaire elementary school. There is a need for

additional outdoor seating to encourage these and other children to enjoy spending time at their library.

2. Objectives

Single-phase project, with anticipated completion by end of Summer 2024.

Continuation of, and addition to, the existing “Outdoor Chapter” space that was completed in 2022 by the Friends of the Library.

Refer to Annex A for pictures of the proposed items to be purchased:

- Round table with attached benches (1)**
- 8’ bench with back (2)**

Refer to Annex B for a detailed plan, including the proposed addition of painted lines on the existing asphalt to define the area:

- Front of building at 16 3rd Street, Crysler (North facing wall at the main entrance)**

3. Project Scope

Friends will work closely with the SD&G Library, Crysler Community Center and Township of North Stormont to ensure procedures and scope of the project work falls in line with existing and/or future goals. Friends will ensure that all work performed is done safely, locally and within the Friends of the Library policy.

4. Project Costs

Through different fundraising activities over the past few years, the Friends have raised the required funds to cover the full estimated costs for purchase of the three fixtures described in Annex A. In addition, we are seeking support from the Township of North Stormont to supply and install commercial grade white paint per the details in Annex B.

The Quote Estimate summarized in Annex A (\$4,615.55 total - including applicable taxes and delivery fees) was guaranteed until October 28 from Barco Products Canada. With approval, Friends will reconfirm quote later in November.

ANNEX A

QUOTE

1 x Round table with attached benches



The City™ Series Round Pedestal Picnic Tables

2 x 8' bench with back





Barco Products Canada
 35 Automatic Road
 Brampton Ontario 1 (866) 538-5848
info@barcoproducts.ca

Quote

Account Number - 283794

Estimate # QUOCAN5755

9/28/2023

Customer

Kim M LeBrun
 PO Box 274
 Crysler ON K0A 1R0

Ship To

Kim M LeBrun
 16 3rd Street
 Crysler ON K0A1R0
 (613) 291-7198

Item	Qty	Rate	Amount	Estimated Lead Time
07SA3832-BL The City Series Round Pedestal Picnic Table/4' Table/Surface Mount/Blue	1	\$1,798.85	\$1,798.85	Ships in 1 - 2 Weeks
02SA2857-BL The City™ Series Benches/ 8' Bench/ Surface Mount/ Blue	2	\$898.85	\$1,797.70	Ships in 1 - 2 Weeks

Subtotal \$3,596.55

Tax (%) 530.99

Shipping \$488.01

Total	\$4,615.55
--------------	------------

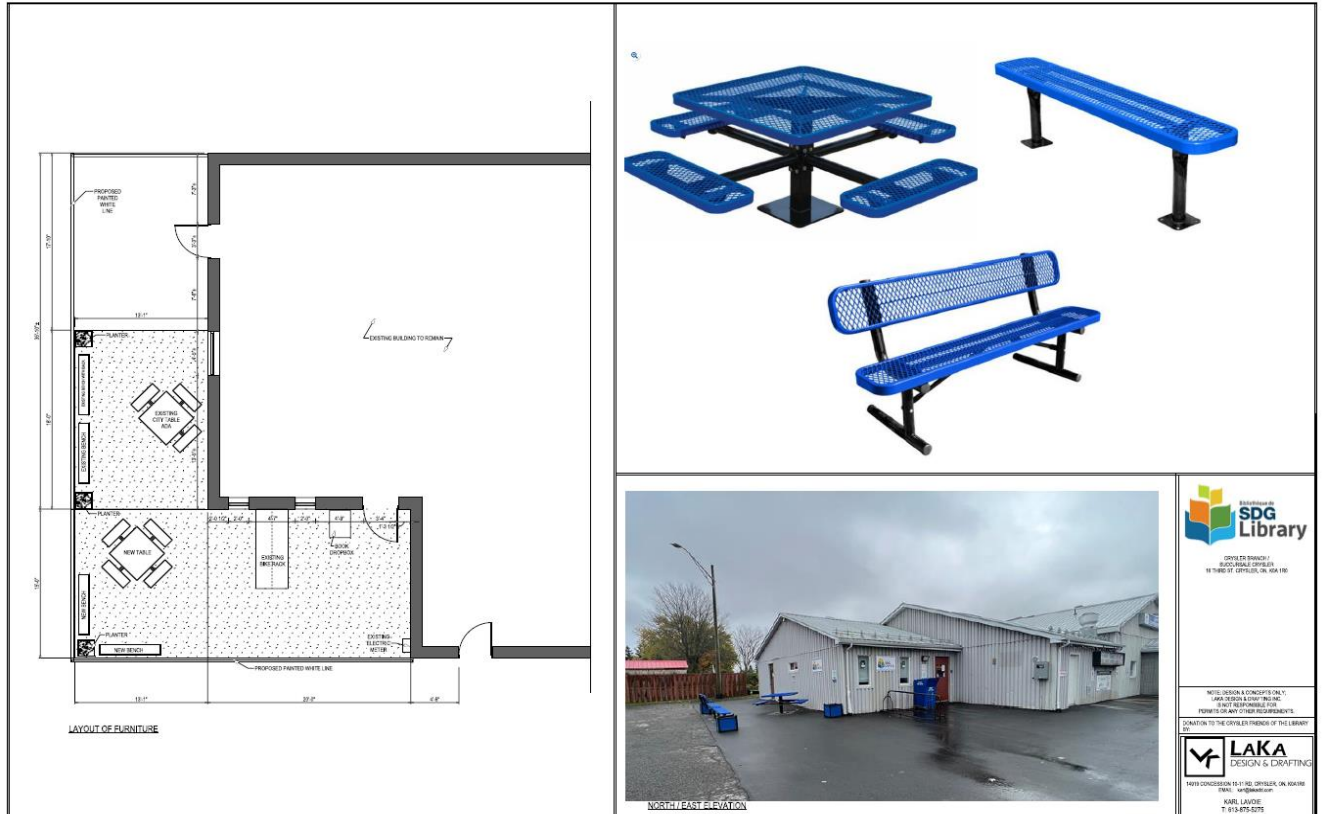
*Estimated lead time is based on normal fulfillment time of an order at this moment. Orders with large quantities may require additional time. These estimates are subject to change based on the nationwide supply chain issue.

PRICING FOR THIS QUOTE IS LOCKED IN FOR 30 DAYS

ANNEX B

PLAN

Plan includes proposed outline of white commercial grade paint to define the area as well a placement of new furniture.





ACTION REQUEST

PREPARED BY: Rebecca Luck – Director of Library Services
PREPARED FOR: SDG Library Board
LIBRARY BOARD DATE: November 23, 2023
SUBJECT: Library Board Self-Evaluation Policy - Review

BACKGROUND:

1. The Library Board Self-Evaluation Policy outlines a means 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.
2. The Library Board Self-Evaluation Policy was first approved by the Board in February 2022 and was recently amended at the October 26th Library Board meeting.

ANALYSIS:

3. An additional amendment to the Policy is being proposed such that the Board Self-Evaluation questionnaire is completed once a year, as opposed to twice a year.

IMPACT ON 2023 BUDGET:

4. N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION(S):

That the Stormont, Dundas, and Glengarry County Library Board approve the Library Board Self-Evaluation Policy, as presented.

Library Board Self-Evaluation Policy

For: The Stormont, Dundas and Glengarry
County Library Board

Policy No.: GOV 2022-01

Policy Type: Governance

Effective Date: November 23, 2023
First Approved February 10, 2022

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~~ year.

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

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, review and amend 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

5 – Strongly Agree; 4 – Agree; 3 – Neutral; 2 – Disagree; 1 – Strongly Disagree; 0-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

5 – Strongly Agree; 4 – Agree; 3 – Neutral; 2 – Disagree; 1 – Strongly Disagree; 0-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

5 – Strongly Agree; 4 – Agree; 3 – Neutral; 2 – Disagree; 1 – Strongly Disagree; 0-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

5 – Strongly Agree; 4 – Agree; 3 – Neutral; 2 – Disagree; 1 – Strongly Disagree; 0-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.



ACTION REQUEST

PREPARED BY: Rebecca Luck – Director of Library Services
PREPARED FOR: SDG Library Board
LIBRARY BOARD DATE: November 23, 2023
SUBJECT: Board Advocacy Policy - Review

BACKGROUND:

1. The Board Advocacy Policy sets out the advocacy responsibilities of the Board as a whole, the Board chair, CEO and individual trustees.
2. The Board Advocacy Policy was first approved by the Board in October 2016.

ANALYSIS:

3. It is recommended that the Policy be amended to include the responsibilities of the CEO and the individual trustees.
4. Mention of “SD&G County Library” was replaced with “SDG Library”.

IMPACT ON 2023 BUDGET:

5. N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION(S):

That the Stormont, Dundas, and Glengarry County Library Board approve the Board Advocacy Policy, as presented.



Board Advocacy Policy

For: The Stormont, Dundas and Glengarry
County Library Board

Policy No.: GOV-01

Policy Type: Governance

Effective Date: November 23, 2023
First Approved October 20, 2016

Purpose:

To fulfill its commitment to govern the **SDG Library** as an essential community service and to build community pride in the Library system, the Library Board must ensure that the community is aware of the importance of the County Library and that funding bodies fully understand the important role which the Library plays in the lives of residents of the United Counties of Stormont, Dundas and Glengarry.

Through its advocacy work, the Library Board seeks to promote the profile of the Library and enhance its importance to the community. This policy sets out the advocacy responsibilities of the Board.

Responsibilities:

- 1) The Board Chair, or delegate, shall be the official spokesperson for the **SDG Library** on issues approved by the Board.
- 2) **The CEO, or delegate, shall be the official spokesperson for the SDG Library on operational issues.**
- 3) In pursuing its advocacy activities, the Board shall **work collaboratively with staff to:**
 - ~~a. prepare an annual advocacy plan;~~
 - b. Inform Council of the needs of the community, the development of Library services, plans and achievements by means of reports;
 - c. Meet with Council on a regular basis to review progress and/or discuss funding needs;
 - d. Participate regularly in activities that build relationships with individuals and organizations that share interests with those of the **SDG Library**; and
 - e. Identify and respond to issues, concerns and government policies that may directly or indirectly affect the **SDG Library** and ensure that government decision makers at all levels are aware of the value of the Library and its benefit to individuals and to the community.
- 4) **Individual trustees shall not initiate advocacy activities with the support and consent of the Board, but all trustees are encouraged to:**
 - a. Inform family, friends, and acquaintances that they are a member of the Board;
 - b. Encourage people to use the Library;
 - c. Promote the vision and mission statements as set forward within the Strategic Plan; and
 - d. Welcome feedback and suggestions from Library patrons and share this feedback with the CEO and the Library Board.

Source(s): Southern Ontario Library Service (SOLS) – Board Advocacy, revised June 2014

ACTION REQUEST

<u>PREPARED BY:</u>	Rebecca Luck – Director of Library Services
<u>PREPARED FOR:</u>	SDG Library Board
<u>LIBRARY BOARD DATE:</u>	November 23, 2023
<u>SUBJECT:</u>	2024 Regular Meeting Dates and Locations

BACKGROUND:

1. In 2023, the Board developed a schedule outlining the dates and locations in which regular meetings were to be held.
2. A total of eight (8) meetings were held in 2023, in the following locations:
 - a) SDG Counties Administration
 - b) Winchester Branch
 - c) Alexandria Branch
 - d) Long Sault Branch
 - e) Chrysler Branch
 - f) Avonmore Branch

ANALYSIS:

3. A schedule of the 2024 regular meetings, detailing the dates and locations has been developed for the Board's review and feedback.
4. Dates were chosen based on the third Thursday of the designated month (with the exception of Finch Branch (April) due to opening hours).
5. Branch locations were chosen so as to avoid duplications in 2023 locations, and evenly distributing the regular meetings among the six (6) Municipalities:
 - a) South Glengarry: Lancaster
 - b) North Glengarry: Maxville
 - c) South Stormont: Ingleside
 - d) North Stormont: Finch
 - e) South Dundas: Iroquois, and Morrisburg
 - f) North Dundas: South Mountain
6. Meetings have been scheduled to begin at 5:00pm.

IMPACT ON 2023 BUDGET:

7. N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A



RECOMMENDATION(S):

That the Stormont, Dundas, and Glengarry County Library Board approve the schedule of the 2024 Regular Meeting Dates and Locations, as presented.



Stormont, Dundas and Glengarry County Library Board
2024 Regular Meetings

January 18 – Lancaster Branch

February 15 – Ingleside Branch

March 21 – NO MEETING

April 17 – Finch Branch

May 16 – Iroquois Branch

June 20 – South Mountain Branch

July & August – NO MEETINGS

September 19 – Maxville Branch

October 17 – 2024 Budget Meeting + Regular Meeting – SDG Counties
Administration (time TBD)

November 21 – Morrisburg Branch

December – NO MEETING

NOTE – October is Canadian Library Month, and Ontario Public Library Week (OPLW) will be celebrated from October 14-18, 2023.

Unless otherwise indicated, meetings begin at 5:00pm

ACTION REQUEST

PREPARED BY: Rebecca Luck – Director of Library Services
PREPARED FOR: SDG Library Board
LIBRARY BOARD DATE: November 23, 2023
SUBJECT: DRAFT 2024 Library Budget

BACKGROUND:

1. A draft copy of the 2024 Library Budget was presented to the Library Board during October’s Regular Meeting.
2. Based on feedback provided by the members of the Board, the Budget has been amended to reflect the changes discussed therein.

ANALYSIS:

3. The 2024 Budget sees a 5.0% increase from the 2023 Budget.
4. The 2024 budget has been increased by \$33,179 to account for double staffing wages and benefits. This will provide the Library system with an additional 1170 hours of staffing time, to be distributed among branches to help alleviate after-dark safety concerns.
5. The 2024 budget has been decreased by \$8000 by deleting the proposed electrical work in the branches.
6. The 2024 budget has been decreased by \$6,622 by deleting the proposed database subscriptions (cloudLibrary comics and cloudLibrary Biblioplus – which would have been new to 2024).
7. A total of \$176,200 is to be used from Library Surplus to offset specific expenses.
8. In speaking with the County’s Finance department, any and all Surplus may be moved to Reserves at year-end.

IMPACT ON 2023 BUDGET:

9. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Growing our Physical and Digital Infrastructure

Goal 2: Conduct Community Outreach

Goal 3: Strengthen our Organization

RECOMMENDATION(S):

That the Stormont, Dundas, and Glengarry County Library Board receive and approve the amended 2024 Library Budget, as presented, and have it forwarded for consideration to the Council of the United Counties of SDG.



COUNCIL BUDGET

For Period Ending 31-Jan-2024

	BUDGET	ACTUAL	BUDGET	BUDGET
 2023 2023 2024	CHANGE
GENERAL FUND				
LIBRARY REVENUE				
Provincial Operating Grant	-131,761	0	-131,761	0
Provincial Capacity Grant	-1,500	0	-1,000	500
Student Funding	-5,000	-8,152	-8,300	-3,300
Fees & Fines Revenue	-12,000	-11,405	-10,250	1,750
Donations and Fundraising	-5,500	-8,530	-4,000	1,500
Sale of Items	-1,850	-1,739	-1,500	350
Transfer From Reserves	-2,420	-2,420	0	2,420
Transfer From Surplus	-202,000	0	-176,200	25,800
Total LIBRARY REVENUE	-362,031	-32,246	-333,011	29,020
LIBRARY EXPENSES				
Fulltime Wages & Benefits	936,733	663,338	977,450	40,717
Part time Wages & Benefits	793,444	693,698	915,069	121,625
Student Wages & Benefits	22,971	23,847	23,408	437
Board Wages & Benefits (Non-council)	4,440	3,245	5,189	749
Staff Mileage	6,200	9,007	10,372	4,172
Board Mileage & Conferences	3,810	4,270	8,043	4,233
Staff Training & Development	19,715	8,504	24,918	5,203
Collections Material	346,478	236,615	350,976	4,498
Supplies & Equipment	41,222	26,467	45,404	4,182
Postage	2,500	1,133	2,500	0
Buildings Rent & Utilities Paid	220,138	220,248	229,738	9,600
Facilities Costs	82,309	60,908	77,562	-4,747
Furniture	81,200	72,152	57,250	-23,950
Computers	75,202	66,505	60,477	-14,725
Vehicles	46,250	18,500	32,000	-14,250
Promotions	87,250	74,237	75,430	-11,820
Programs	11,500	5,801	12,400	900
Audit & Legal Fees	3,750	3,460	3,600	-150
Special Projects	40,900	15,782	9,000	-31,900
County Support Services	159,752	159,752	188,093	28,341
Transfer To Reserves	20,000	20,000	0	-20,000
Total LIBRARY EXPENSES	3,005,764	2,387,470	3,108,879	103,115
Total GENERAL FUND	2,643,733	2,355,224	2,775,868	132,135

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

Introduction

The Ontario Library Service (OLS) held its Fall 2023 Board Assembly Meeting virtually on November 15, 2023. Board Assemblies provide library board members with opportunities to share information and hear how other boards deal with issues in governing a public library. They offer suggestions and support for board training and serve as a communication link between the Ontario Library Service and local boards. OLS staff members are in attendance to provide updates from the Ontario Library Service and share relevant Public Library Board resources.

Updates from the Ontario Library Service

Annual Statistics and Reporting

Typical Week Survey

- Library staff collect information for Typical Week to fill out the Annual Survey of Public Libraries.
- Libraries can choose to do their Typical Week Survey during a week without a statutory holiday in October, November or the first part of December.

Annual Survey of Public Libraries

- Using the Typical Week information collected, library staff complete the Annual Survey each year.
- The Annual Survey reporting is required by the Ministry to access Public Library Operating Grant (PLOG) funding.
- [Historical data available online](#) and is useful for advocacy, performance tracking, and comparator purposes.

[Valuing Ontario Libraries Toolkit](#) – now available

- At its most basic form, Social Return on Investment (SROI) calculations take something that is offered at no charge and applies a dollar value to it. SROI is an approach to representing the value of an organization or initiative that provides monetary estimates (i.e. dollar values) to the benefits that are created by goods, programs, or services that don't typically have a monetary value.
- VOLT is designed to help Ontario public libraries measure and demonstrate their value and impact within the community.
- The toolkit is a step-by-step guide for taking information that the library already regularly collects and organizing it into a Library Value Report (comprised of the SROI value calculations, optional community profile, and customizable information sheets) that can be used to share the public library's impact with a wider audience.

Ontario Library Association (OLA) Update

Upcoming Education (Virtual Learning Opportunities)

- Marketing Libraries Think Tank: Level Up Your Library Game – November 21, 2023
- Restorative Management Workshop – November 25, 2023
- Copyright Symposium – December 2-8, 2023

OLA Awards

- Through OLA's award program, members have the opportunity to recognize outstanding contributions and achievements of colleagues and staff by nominating them for an OLA Award.
- Recipients will be awarded and celebrated at the upcoming OLA Super Conference.
- Nominations close November 30.

Library Day at Queen's Park

- November 14-15, 2023 (OLA and Federation of Ontario Public Libraries - FOPL)
- Building the library sector's capacity for advocacy
- Building relationships with elected and Ministry officials
- Raising the profile of libraries among government decision makers
- Bringing focus and momentum to the sector's priority asks

Federation of Public Libraries (FOPL) Update

- Working towards the 2024 Ministry of Finance Pre-budget submission (February 2024)
- Budget priorities
 - Increase to the PLOG: \$25 million increase to the existing \$21 million envelope
 - Funding an Ontario Digital Public Library
 - Immediate Funding and Sustainability for First Nation Public Libraries
- Municipal Engagement and Outreach
 - AMO, AMCTO, FONOM and ROMA Conferences
 - Campaigns: "Keep Public Libraries Independent" and "The Value of Public Libraries"
 - Shift for 2024: New campaign in response to protests, book banning, censorship and issues of intellectual freedom
- Supporting Safety and Security in Public Libraries
 - FOPL is working with Canadian Urban Libraries Council (CULC) and OLS

Roundtable Discussion

The roundtable discussion at the end of the meeting is always broad-reaching and dynamic, and included the following topics of group interest:

- Non-resident and overdue fees/fines
- Population growth and its impact on library services
- New builds
- New CEOs
- Policy updates

- Budget estimate process and preparations
- Safety and security in the library
- Strategic planning
- Social workers in the library
- Labour relations
- Challenges to library collections and programming
 - Courtesy FYI of EGale training happening December 6, 2023– [2SLGBTQI Workplace Inclusion for Gender and Sexual Diversity for Library Staff](#)

STAFF REPORT

S.R. No. 8-2023

PREPARED BY:

Lorna Platts – District Supervisor (District 3)
Jessica Lomberg – District Supervisor (District 2)
Cassie MacDonell – Communications and Marketing Coordinator

PREPARED FOR:

SDG Library Board

LIBRARY BOARD DATE:

November 23, 2023

SUBJECT:

Ontario Public Library Week

BACKGROUND:

1. October has been deemed Canadian Public Library month, and from October 16th to 22nd, SDG Library celebrated Ontario Public Library Week. This year's theme was "Libraries for Life", in which SDG Library hosted SDG Reads, launched Morewood Express Depot, and held a "Fall Booklovers Basket" giveaway contest.

ANALYSIS:

SDG READS

2. SDG Reads is a "One Book, One Community" program that encourages all residents across SDG to read the same title before coming together for an evening with the author. SDG Reads selects Canadian authors to highlight the diverse talent of our country.
3. After a three (3) year hiatus, the 2023 SDG Reads event featured author Maureen Jennings and her Paradise Café Mysteries series. Perhaps best known for her character, William Murdoch of Murdoch Mysteries, Maureen is the author of thirteen novels and has won the Grant Allen award for her contribution to Canadian Crime writing.
4. Residents of SDG were invited to attend the event at North Stormont Place on Monday, October 23, 2023. A special VIP experience was held for those who wished to have one-on-one time with the author. The main event followed, in which Ms. Jennings spoke about her series, answered questions from the audience, and later signed book copies. The hall was decorated such that it reflected key details of the book series, with food and beverages offered, culminating with a silent auction, with proceeds going to SDG Reads.
5. Some key takeaways from the event:
 - a) Over 100 general admission tickets distributed;
 - b) VIP event was over 50% sold out;
 - c) Each title in this year's highlighted series circulated on average ten (10) times per copy within the SDG Library system;
 - d) Over fifty (50) copies of the titles were sold to patrons as a fundraiser prior to the final event;
 - e) Almost \$2000 in book sales and donations were received on the evening of the event; and
 - f) Overwhelming positive feedback was received from those who attended the event.

MOREWOOD EXPRESS DEPOT

6. The Morewood Library was closed in 2016 and since then, the residents of Morewood have campaigned that a Library presence return to Morewood.
7. In consultation with the Director of Recreation and Culture from the Township of North Dundas, a drop off bin was installed on September 12, 2023 at the Morewood Community Centre, adjacent to the community mailboxes, with a sign saying “coming soon”.
8. On October 16, 2023, the Morewood Express Depot officially launched, allowing patrons to request items to be picked up from a nearby establishment in Morewood. As part of the campaign, a mass mailout was completed to the residents, describing how to use the new express depot.
9. Although it is in its beginning stages, the express depot is already having circulation deliveries:
 - a) Week of October 31: 2 patrons and 3 items circulated
 - b) Week of November 7: 1 patron and 7 items circulated
 - c) Week of November 14: 3 patrons and 18 items circulated

FALL BOOKLOVER BASKET GIVEAWAY CONTEST

10. The giveaway ran on Facebook from October 17th to 24th to celebrate Canadian Public Library Month. The giveaway prize was a “Fall Reading Basket” which consisted of autumn-themed items that could be used while reading a library book. The prize was inspired by the “Boo-Basket” trend on TikTok, which was an effort to get younger engagement without sacrificing the engagement of an older audience. As such, the residents of SDG Counties were invited to “like” and “comment” on the post for one entry. For a second entry, residents were asked to provide a comment on what they loved about their Library.
11. Some key takeaways from the event:
 - a) The post reached 3,873 people (in comparison, the average reach of our typical post is around 400);
 - b) We received 20 new followers as a direct result of the post;
 - c) 392 people commented on the post, and 28 people shared the post to their network; and
 - d) 41% of people who participated in the contest included the reason why they loved the SDG Library. Many patron commented paragraphs of praise on the post. This both built the loyalty of current patrons and showed new followers and viewers the value of the Library system.

IMPACT ON 2023 BUDGET:

12. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Conduct Community Outreach

STAFF REPORT

S.R. No. 9-2023

PREPARED BY: Rebecca Luck – Director of Library Services
PREPARED FOR: SDG Library Board
LIBRARY BOARD DATE: November 23, 2023
SUBJECT: Review of Library Board’s 2023 Meetings

BACKGROUND:

1. Under section 16 of the Public Libraries Act, the Board shall hold at least seven regular meetings in each calendar year. In 2023, the Library Board held eight (8) regular meetings. These meetings were held at the following locations:
 - a) SDG Counties Administration
 - b) Winchester Branch
 - c) Alexandria Branch
 - d) Long Sault Branch
 - e) Chrysler Branch
 - f) Avonmore Branch
2. In 2023, the Board accomplished the following:
 - a) Appointment of new Board members and review of Board orientation package;
 - b) Attended the 2023 OLA Conference;
 - c) Reviewed and amended, as required, ten (10) Policies;
 - d) Updated the Procedure By-Law, to be reflective of a more digital age;
 - e) Launched Square (online payments) across four (4) Branches and one (1) designated for pop-up events;
 - f) Launched the MakerLab as a permanent addition to the SDG Library (no longer a pilot project);
 - g) Undertook the “Love Your Library” membership drive;
 - h) Launched the new SDG Library website;
 - i) Organized SDG Reads with Canadian author Maureen Jennings;
 - j) Reviewed the compiled statistics from the 2022 Annual Report;
 - k) Approved the 2023 Communications and Marketing Plan;
 - l) Launched the Morewood Express Depot;
 - m) Conducted community outreach, promoting the SDG Library across various Municipalities; and
 - n) Reviewed and approved the 2024 Library Budget.

ANALYSIS:

3. The SDG staff would welcome feedback from the members of the Board regarding the proceedings of the Board’s 2023 meetings.



IMPACT ON 2023 BUDGET:

4. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Growing our Physical and Digital Infrastructure

Goal 2: Conduct Community Outreach

Goal 3: Strengthen our Organization

STAFF REPORT

S.R. No. 10-2023

PREPARED BY: Rebecca Luck – Director of Library Services
PREPARED FOR: SDG Library Board
LIBRARY BOARD DATE: November 23, 2023
SUBJECT: 2024 Board Meeting Topics

BACKGROUND:

1. The Governance HUB is organized around a 4-year life cycle for public library boards, aligned with Ontario’s 4-year board and council terms.
2. While Year 1 focused on *Governance Roles and Responsibilities*, Year 2 focuses on *Community and Municipal Relations*, namely:
 - a) Board / Council Relationships
 - b) Linkage to Municipal Facilities
 - c) Responding to Changing Needs
3. Community Relations: a full understanding and analysis of the community uncovers what people need and want from the public library, allowing Library Staff, CEO and Board members to make more informed decisions.
4. Municipal Relations: municipalities have a vested interest in the Library’s financial stewardship and accountability. However, the Library is one of many organizations delivering valuable local services. By showing that the Library is committed to meeting the needs of the community, and by actively pursuing opportunities to partner with the Municipality and other community organizations, the Library can be recognized as a valued community leader.

ANALYSIS:

5. A proposed list of topics for the 2024 Board Meetings include:

Date	Topic
January	2024 Communications and Marketing Plan
	Policy Review - Communications
February	OLA Conference – Attendees Report
	Policy Review - Friends of the Library
	Policy Review - Volunteer
	Volunteer Appreciation Event (discussion and approval)
April	Policy Review – Performance Review Policy for the Evaluation of the Director of Library Services
	Volunteer Appreciation Event
May	Policy Review - Facilities
	Policy Review – Facilities Use
	OLS Board Assembly Meeting - Report
	Community Outreach and Mobile Services – Upcoming Events

June	Performance Review of the Director of Library Services 2023 Annual Report
September	TD Summer Reading Club - Update Community Outreach and Mobile Services - Update
October	DRAFT 2025 Library Budget Morewood Express Depot - Update Library Board Self-Evaluation Questionnaire
November	Ontario Public Library Week in Review Review of Library Board's 2024 Meetings Board Meeting Topics for 2025 2025 Regular Meeting Dates and Locations

6. The SDG Library staff would welcome feedback from the members of the Board regarding the items they would like to discuss in 2024, keeping in mind the focus of Year 2.

IMPACT ON 2023 BUDGET:

7. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Growing our Physical and Digital Infrastructure

Goal 2: Conduct Community Outreach

Goal 3: Strengthen our Organization