MEETING AGENDA
Stormont, Dundas and Glengarry County Library Board

Thursday, January 18, 2024, 5:00 p.m.

Lancaster Branch

195 S Road Military, Lancaster 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**

5. **Delegations**

6. **Consent Items**

7. **Action Items**

8. **Discussion Items**

Stormont, Dundas and Glengarry County Library Board

Minutes

November 23, 2023, 5:00 p.m.
Avonmore Branch
16299 Fairview Drive, Avonmore ON

Members Present: Margaret MacDonald, Chair, Jason Broad, Lachlan McDonald, James Algire, Jo-Anne McCaslin

Members Absent: Tony Fraser (Co-Chair), François Landry

Staff Present: Rebecca Luck, Director of Library Services; Lorna Platts, District Supervisor (District 3); Jessica Lomberg, District Supervisor (District 2); Kelsey Dekker, Library Services Assistant – Avonmore Branch

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1. **Call to Order –** Meeting was called to order at 5:05pm.

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 amended.

    CARRIED

    2.1   Additions, Deletions or Amendments – the meeting agenda was amended to include item:

    8f. Holiday Events

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

4. **Adoption of Minutes**

    4.1   Library Board Regular Meeting Minutes - October 26, 2023

    Moved by Lachlan McDonald
    Seconded by Jo-Anne McCaslin

That the Stormont, Dundas & Glengarry County Library Board approves the Minutes of the October 26, 2023 regular meeting, as written.

CARRIED

5.   **Delegations –** None

6.   **Consent Items**

The Board advised that Staff produce reports on a quarterly basis, or on an as-needed basis. The Statistical Summary, Financial Report and Director's Report is to continue to be included in every Agenda package.

Moved by Jo-Anne McCaslin
Seconded by Jason Broad

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) - October 2023**

6.2   **Financial Report - October 2023**

6.3   **Branch and Supervisors Reports - October 2023**

6.4   **Technical Services Report - October 2023**

6.5   **Communications and Marketing Report - October 2023**

6.6   **Director of Library Services Report - October 2023**

6.7   **Correspondence - Crysler Friends of the Library**

7.   **Action Items**

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

Moved by James Algire
Seconded by Lachlan McDonald

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

CARRIED

7.2   Board Advocacy Policy - Review

Moved by Jo-Anne McCaslin
Seconded by Jason Broad

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

CARRIED

7.3   2024 Regular Meeting Dates and Locations

In an effort to be more accessible to the public, the Board requests that no Board meetings in 2024 take place at SDG Library's Administrative Office.

The original proposed date of October 17th does not work for all Board members. Consideration was requested to move the meeting to the following week.

Moved by James Algire
Seconded by Jo-Anne McCaslin

That the Stormont, Dundas, and Glengarry County Library Board receive the schedule of the 2024 Regular Meeting Dates and Locations and defer the item until the Board convenes again at the Call of the Chair.

CARRIED

7.4   2024 DRAFT Budget - Library Services

Moved by Jason Broad
Seconded by Lachlan McDonald

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.

CARRIED

8.   Discussion Items

8.1   OLS Board Assembly Meeting - Fall 2023

8.2   Ontario Public Library Week in Review

To maintain the momentum of success of the 2023 SDG Reads, the Board has requested that a 2024 SDG Reads be planned and executed by staff (originally not planned until Spring 2025).

8.3   Review of Library Board's 2023 Meetings

8.4   2024 Board Meeting Topics

8.5   2024 OLA Super Conference - Verbal Update

Confirmation was received that Jo-Anne McCaslin will attend the conference. Board members Margaret MacDonald and Lachlan McDonald, originally intending to attend, have regretfully declined.

8.6   Holiday Events - Verbal Update

SDG Library will be attending the following Holiday events:
>   November 27: Finch Holiday Train
>   December 1: Lancaster Tree Lighting
>   December 2: Morrisburg Santa Claus Parade
>   December 2: North Dundas Parade of Lights
>   December 3: Alexandria Lions Club Santa Claus Parade

9.   In Camera

10.   Adjournment

Moved by Lachlan McDonald
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

November 2023 Statistical Summary

Branch & Open Hours Per Week	Circulation					Borrowers	Visitors	New Patrons
	Print & A/V	eBooks & eAudiobooks	November 2023 Total	November 2022 Total	November 2023/2022 Difference			
Administration	230	8511	8741	9005	-2.9%	19	0	2
Alexandria (44)	3064	202	3266	3151	+3.6%	429	1572	27
Avonmore (20)	458	60	518	717	-27.8%	86	247	4
Chesterville (17)	909	116	1025	1069	-4.1%	139	313	3
Crysler (20)	1307	57	1364	1185	+15.1%	119	726	8
Dalkeith Express	3	10	13	23	-43.5%	5	0	0
Finch (16)	522	42	564	377	+49.6%	64	295	8
Glen Walter Express	68	5	73	63	+15.9%	19	0	1
Ingleside (44)	1618	107	1725	1960	-12.0%	249	1238	8
Iroquois (20)	1001	82	1083	1162	-6.8%	148	504	2
Lancaster (44)	1309	133	1442	1550	-7.0%	220	606	21
Long Sault (30)	1368	116	1484	1619	-8.3%	239	640	22
Maxville (16)	644	47	691	488	+41.6%	94	228	3
Morewood Express	32	2	34	0		5	0	1
Morrisburg (44)	1624	97	1721	1800	-4.4%	293	1028	21
South Mountain (16)	742	64	806	750	+7.5%	109	265	2
St. Andrews Express	86	6	92	113	-18.6%	20	0	0
Williamsburg (16)	477	56	533	509	+4.7%	81	182	1
Williamstown (17)	743	72	815	671	+21.5%	116	259	5
Winchester (44)	1815	128	1943	1863	+4.3%	281	951	15
SYSTEM TOTAL	18020	9913	27933	28075	-0.5%	2735	9054	154

"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	4642
cloudLibrary-Collection Usage	9913

SDG Library
December 2023 Statistical Summary

Branch & Open Hours Per Week	Circulation					Borrowers	Visitors	New Patrons
	Print & A/V	eBooks & eAudiobooks	December 2023 Total	December 2022 Total	December 2023/2022 Difference			
Administration	145	8842	8987	9276	-3.1%	17	0	0
Alexandria (44)	2957	221	3178	3084	+3.0%	406	1123	17
Avonmore (20)	380	57	437	550	-20.5%	75	144	0
Chesterville (17)	753	118	871	1035	-15.8%	132	223	3
Crysler (20)	769	53	822	720	+14.2%	111	374	1
Dalkeith Express	4	6	10	13	-23.1%	3	0	0
Finch (16)	300	57	357	414	-13.8%	61	176	0
Glen Walter Express	70	6	76	91	-16.5%	16	0	0
Ingleside (44)	1383	112	1495	1901	-21.4%	237	1089	9
Iroquois (20)	735	111	846	1009	-16.2%	149	397	10
Lancaster (44)	1184	134	1318	1491	-11.6%	224	636	6
Long Sault (30)	1271	141	1412	1412		236	557	6
Maxville (16)	444	54	498	520	-4.2%	82	171	2
Morewood Express	42	0	42	0	#DIV/0!	5	0	0
Morrisburg (44)	1399	100	1499	1546	-3.0%	263	774	7
South Mountain (16)	624	64	688	697	-1.3%	103	190	2
St. Andrews Express	112	5	117	122	-4.1%	18	0	0
Williamsburg (16)	512	36	548	476	+15.1%	83	147	2
Williamstown (17)	659	77	736	866	-15.0%	114	235	3
Winchester (44)	1648	166	1814	1607	+12.9%	271	727	9
SYSTEM TOTAL	15391	10360	25751	26830	-4.0%	2606	6963	77

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* Administration Branch statistics for eBooks & eAudiobooks can be broken down into SDG Users at Counties Admin + Cloudlink users

eBooks & eAudiobooks	
cloudLibrary-Patron Usage	4703
cloudLibrary-Collection Usage	10360

SDG Library
Fourth Quarter 2023 Detailed Circulation Statistics

Branch & Open Hours per Week	English			French			Audio Visual	Inter-library Loan	Other	Magazines	eBooks & eAudio-books	Q4 2023 Total	Q4 2022 Total	Q4 2023/2022 Difference	Borrowers	New Members
	Adult	Juvenile	Teen	Adult	Juvenile	Teen										
Administration	432	62	72	25	7	1	8	8	12	0	26327	26954	28566	-5.6%	25	3
Alexandria (44)	2602	2759	194	305	1336	68	1683	46	69	286	617	9965	9624	+3.5%	600	83
Avonmore (20)	363	692	54	4	49	0	121	11	9	2	169	1474	2021	-27.1%	126	4
Chesterville (17)	1094	769	117	3	20	1	439	14	21	69	341	2888	3371	-14.3%	206	14
Crysler (20)	625	742	286	109	1511	64	101	0	21	2	149	3610	2711	+33.2%	162	16
Dalkeith Express	11	0	1	0	0	0	0	1	0	0	21	34	49	-30.6%	6	0
Finch (16)	210	782	83	1	66	0	160	11	11	5	145	1474	1145	+28.7%	96	12
Glen Walter Express	139	24	21	1	0	0	4	0	2	0	26	217	231	-6.1%	29	1
Ingleside (44)	1823	1700	148	51	89	11	544	120	32	151	359	5028	5795	-13.2%	363	31
Iroquois (20)	1255	791	104	0	28	0	364	19	8	39	299	2907	3196	-9.0%	215	22
Lancaster (44)	1837	979	80	44	233	0	726	28	23	87	345	4382	4641	-5.6%	325	39
Long Sault (30)	1690	1160	131	16	195	0	861	11	12	67	362	4505	4779	-5.7%	359	39
Maxville (16)	644	271	157	3	85	0	509	13	6	0	162	1850	1619	+14.3%	126	10
Morewood Express	13	38	0	0	20	0	6	0	0	0	2	79	0		6	3
Morrisburg (44)	1584	1931	221	16	136	0	688	21	28	60	293	4978	5079	-2.0%	455	47
South Mountain (16)	748	1016	143	2	95	0	336	18	10	25	197	2590	2253	+15.0%	168	9
St. Andrews Express	176	40	4	2	36	0	45	0	0	0	15	318	362	-12.2%	27	0
Williamsburg (16)	571	503	21	0	13	0	306	12	20	76	118	1640	1534	+6.9%	116	4
Williamstown (17)	980	777	39	3	131	0	441	0	14	62	233	2680	2380	+12.6%	171	21
Winchester (44)	1393	2761	303	5	236	0	604	19	39	118	445	5923	5498	+7.7%	406	41
SYSTEM TOTAL	18190	17797	2179	590	4286	145	7946	352	337	1049	30625	83496	84854	-1.6%	3987	399
	38166			5021												

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

OverDrive eBooks & Audiobooks		
Q4 2023	Q4 2022	Q4 2023/2022 Difference
30625	32383	-5.4%

Interlibrary Loans to Other Library Systems		
Q4 2023	Q4 2022	Q4 2023/2022 Difference
485	167	+190.4%

SDG Library
Fourth Quarter 2023 Detailed Activity Statistics

Branch & Open Hours per Week	Visitors	Ref. Question	Readers' Advisory	Outreach	Program Attendance			PAC Stations		
					Adult	Juvenile	Teen	PCs	Sessions	Hours
Administration	0	0	0	0	0	0	0	0	0	0
Alexandria (44)	4157	76	14	11	60	81	178	8	777	638.03
Avonmore (20)	615	3	5	0	140	11	0	2	97	132.51
Chesterville (17)	874	2	1	0	22	12	0	3	71	22.13
Crysler (20)	1849	4	7	0	14	744	0	2	61	30.19
Dalkeith Express	0	0	0	0	0	0	0	0	0	0
Finch (16)	720	13	30	0	17	46	0	5	50	30.59
Glen Walter Express	0	0	0	0	0	0	0	0	0	0
Ingleside (44)	3717	31	107	33	308	537	7	4	173	150.48
Iroquois (20)	1403	19	90	0	23	27	0	2	138	108.2
Lancaster (44)	1929	17	38	0	19	17	0	1	98	31
Long Sault (30)	1831	9	20	2	236	91	0	3	121	49.22
Maxville (16)	654	0	0	0	61	8	0	2	14	7.24
Morewood Express	0	0	0	0	0	0	0	0	0	0
Morrisburg (44)	2838	68	32	9	139	205	84	4	384	174.3
South Mountain (16)	776	4	17	0	58	8	20	2	48	33.32
St. Andrews Express	0	0	0	0	0	0	0	0	0	0
Williamsburg (16)	513	12	72	0	18	8	5	2	31	13.48
Williamstown (17)	756	20	15	0	21	24	8	1	12	4.46
Winchester (44)	2573	69	159	0	24	322	16	4	395	212.08
SYSTEM TOTAL	25205	347	607	55	1160	2141	318	45	2470	1637.2
					3619					

Database Usage			
Database	Q4 2023	Q4 2022	Q4 2023/2022 Difference
Ancestry Library	92	89	+3.4%
Flipster	601	880	-31.7%
LinkedIN Learning	54	65	-16.9%
MasterFILE Elite	12	21	-42.9%
Novelist Plus & K-8 Plus	983	22	+4368.2%
PressReader	15845	19205	-17.5%
Teen Health & Wellness	0	0	N/C
Kanopy	1406	641	+119.3%
Mango	223	42	+431.0%
World Book Kids	7	0	New
Activity Center	9	0	New
Cantook	34	0	New

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

SDG Library

Circulation Statistics: Full Year 2023

Branch & Open Hours per Week	English			French			Audio Visual	Inter-library Loan	Other	Magazines	eBooks & eAudio-books	2023 Total	2022 Total	2023/2022 Difference	Borrowers*	New Patrons
	Adult	Juvenile	Teen	Adult	Juvenile	Teen										
Administration	1560	253	310	77	55	3	97	16	70	0	112583	115024	103667	+11.0%	52	12
Alexandria (44)	10068	9942	1094	996	5171	175	6332	212	315	1077	2563	37945	33766	+12.4%	1042	343
Avonmore (20)	1468	3468	390	6	467	0	837	33	39	5	730	7443	7730	-3.7%	250	60
Chesterville (17)	4017	3617	386	5	129	3	1909	63	68	222	1398	11817	13498	-12.5%	380	90
Crysler (20)	2666	2344	1123	475	5116	181	571	25	88	6	465	13060	10620	+23.0%	295	92
Dalkeith Express	43	0	1	0	0	0	1	5	0	15	75	140	236	-40.7%	8	1
Finch (16)	973	3325	211	6	350	3	409	31	38	5	537	5888	3658	+61.0%	176	47
Glen Walter Express	500	136	43	3	11	1	12	6	27	0	100	839	965	-13.1%	42	1
Ingleside (44)	7136	7243	799	203	904	35	2209	421	201	675	1430	21256	21687	-2.0%	653	160
Iroquois (20)	4853	3871	542	1	140	0	1590	116	33	88	1132	12366	11717	+5.5%	383	104
Lancaster (44)	7327	5053	371	223	870	5	2922	50	111	426	1378	18736	18131	+3.3%	572	160
Long Sault (30)	6033	4995	430	65	596	0	3603	106	104	227	1542	17701	17907	-1.2%	615	197
Maxville (16)	2233	1601	491	3	478	5	2249	29	36	4	1542	8671	5912	+46.7%	212	64
Morewood Express	13	38	0	0	20	0	6	0	0	0	2	79	0		6	3
Morrisburg (44)	5717	7537	938	74	576	0	3107	106	114	219	1118	19506	16321	+19.5%	806	273
South Mountain (16)	2855	4059	502	8	357	0	1233	78	68	144	899	10203	8298	+23.0%	293	77
St. Andrews Express	621	229	48	18	63	0	242	5	3	0	98	1327	1183	+12.2%	48	4
Williamsburg (16)	1811	1971	281	0	60	0	1230	38	66	295	498	6250	8243	-24.2%	201	30
Williamstown (17)	3592	3621	292	16	466	0	1644	15	64	239	955	10904	8401	+29.8%	288	79
Winchester (44)	6200	11011	812	19	865	0	2894	111	195	445	1754	24306	18470	+31.6%	779	237
SYSTEM TOTAL	69686	74314	9064	2198	16694	411	33097	1466	1640	4092	130799	343461	310410	+10.6%	7101	2034
	153064			19303											5973	

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

*Borrowers System Total has two values. The first is the raw sum of branch totals. The second is the overall system total of borrowers, some of whom borrow from more than one branch.

eBooks & Audiobooks		
2023	2022	2023/2022 Difference
129954	115798	+12.2%

Interlibrary Loans to Other Library Systems		
2023	2022	2023/2022 Difference
1743	1538	+13.3%

SDG Library

Activity Statistics: Full Year 2023

Branch	Visitors	Ref. Question	Readers' Advisory	Outreach	Program Attend.			PAC Stations		
					Adult	Juvenile	Teen	PCs	Sessions	Hours
Administration	0	0	0	0	0	0	0	0	0	0
Alexandria	14854	146	51	32	166	246	419	8	2765	2235.6
Avonmore	2863	9	16	0	168	426	0	2	193	219.95
Chesterville	3684	14	2	135	86	259	0	3	331	175.85
Crysler	5938	78	59	0	68	1703	114	2	266	119.99
Dalkeith Express	0	0	0	0	0	0	0	0	0	0
Finch	2129	52	74	1	37	215	0	5	174	97.24
Glen Walter Express	0	0	0	0	0	0	0	0	0	0
Ingleside	13737	118	313	108	1112	1351	7	4	766	698.34
Iroquois	6083	139	319	17	94	428	0	2	452	408.44
Lancaster	7466	137	76	0	163	108	0	1	445	277.51
Long Sault	7360	56	88	7	738	229	0	3	559	232.19
Maxville	2890	21	36	0	305	236	10	2	92	72.39
Morewood Express	0	0	0	0	0	0	0	0	0	0
Morrisburg	11683	264	174	24	330	798	224	4	1844	969.05
South Mountain	3039	89	114	12	146	401	84	2	152	88.87
St. Andrews Express	0	4	17	0	58	8	20	0	0	0
Williamsburg	2356	70	53	1	25	86	0	2	115	63.68
Williamstown	2887	44	95	0	50	170	12	1	60	25.69
Winchester	10243	197	284	5	56	922	20	4	1159	636.01
SYSTEM TOTAL	97212	1438	1771	1646	3602	7586	910	45	9373	6321
					12098					

Database Usage (Sessions)			
Database	2023	2022	Q1 2023/2022 Difference
Ancestry Library	334	357	-6.4%
Flipster	2498	4506	-44.6%
Lynda.com	235	240	-2.1%
MasterFILE Elite	66	121	-45.5%
Novelist Plus & K-8 Plus	1314	144	+812.5%
PressReader	67983	72836	-6.7%
Teen Health & Wellness	0	0	N/C
Kanopy	4618	4126	+11.9%
Mango	579	52	+1013.5%
World Book Kids	72	0	New
Activity Center	56	0	New
Cantook	190	0	New

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

LIBRARY MONTHLY STATEMENT

For Period Ending 31-Dec-2023

	2023	2023	2023		2022
	ACTUAL	BUDGET	VARIANCE		YEAR'S ACTUAL
GENERAL FUND					
REVENUE					
ANNUAL PROVINCIAL FUNDING	-131,761	-131,761	0		-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	-12,143	-11,500	643		-10,718
DONATIONS & SALES	-13,836	-7,850	5,986		-3,456
TRANSFER FROM RESERVES	-2,420	-204,420	-202,000		-30,630
Total REVENUE	**-168,313**	**-362,031**	**-193,718**		**-184,334**
EXPENSES					
FULL TIME WAGES & BENEFITS	804,852	936,733	131,881		719,398
BRANCH WAGES & BENEFITS	859,975	793,444	-66,531		814,755
STUDENT WAGES & BENEFITS	23,847	22,971	-876		22,384
BOARD MEETINGS & DEVELOPMENT	8,536	8,250	-286		6,374
STAFF MILEAGE	10,340	6,200	-4,140		6,304
STAFF TRAINING & DEVELOPMENT	11,695	19,715	8,020		12,046
PRINT MATERIAL	143,157	175,500	32,344		115,083
DIGITAL BOOKS	75,633	95,000	19,367		78,999
DATABASE SUBSCRIPTIONS	48,107	62,761	14,654		44,105
MAGAZINES, PERIODICALS & LEASED BOOKS	6,620	13,217	6,597		8,046
SUPPLIES & EQUIPMENT	26,167	28,603	2,436		27,719
PHONES & INTERNET	52,879	57,688	4,809		48,341
PROMOTIONS & WEBSITE	86,484	87,000	516		9,354
PUBLIC PROGRAMS	8,785	11,500	2,715		9,017
COMPUTER PURCHASES	8,305	8,900	595		4,281
SOFTWARE SUPPORT	60,206	66,302	6,096		64,715
DELIVERY & OUTREACH VEHICLES	45,813	46,250	437		34,259
COPIERS & PRINTERS	6,530	10,000	3,470		11,651
COPYRIGHT & PERFORMANCES LICENSES	2,089	2,119	30		1,987
BRANCH CLEANING	8,095	10,000	1,905		38,168
BRANCH RENTS, INSURANCE & SECURITY	236,126	234,759	-1,367		227,049
FURNITURE PURCHASE	81,901	84,200	2,299		49,747
AUDIT & LEGAL FEES	3,460	3,750	290		4,664
SPECIAL PROJECTS	19,292	41,150	21,858		81,934
SUPPORT FROM OTHER DEPARTMENTS	159,752	159,752	0		158,354
TRANSFER TO RESERVES	20,000	20,000	0		0
YEAR'S SURPLUS/DEFICIT	0	0	0		153,145
Total EXPENSES	**2,818,646**	**3,005,764**	**187,118**		**2,751,877**
Total GENERAL FUND	**2,650,333**	**2,643,733**	**-6,600**		**2,567,543**

INFORMATION REPORT

PREPARED BY: Rebecca Luck – Director of Library Services

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: January 18, 2024

SUBJECT: Director of Library Services Report

STAFFING HIGHLIGHTS:
Stacey Piticco has accepted the role of Cataloguing and Acquisitions Technician (transitioning from a contract position to a fulltime position).
Dawn Kiddell and Tracey Lalonde have accepted the role of CSA in District 3. They commenced training January 2nd, 2024.
Actively recruiting for Courier.

DIRECTOR OF LIBRARY SERVICES: (Rebecca L.)

- Attended the Annual General Staff Meeting (November 6).
- Attended the Special County Council Meeting – Strategy Corp Advocacy Training Session (November 14), County Council meetings (November 20, December 18), County Council Budget meeting (December 6), and the SDG Counties Inaugural meeting (December 15).
- Held a Library Lease Agreement Working Group (November 22) that comprised of all six (6) local Municipalities.
- Attended an AMPLO Regular Meeting (November 24).
- Attended the SDG County Christmas Party (December 1) and the SDG Library Christmas event at Alight at Night (December 9).
- Drove the courier vehicle in the Alexandria Lions Club Santa Claus Parade (December 3).
- Attended an ARUPLO Regular Meeting (December 8).
- Prepared a Power Point Presentation in anticipation for a delegation with North Glengarry (December 11).
- Attended an OLS Informal Library Chat (December 14).
- Attended weekly Director's meetings with CAO and fellow County Directors.
- Attended and facilitated Management Team and Administrative meetings.
- Held interviews for the position of Community Librarian, Cataloguing and Acquisitions Technician, and Casual Support Assistants (District 3).
- Virtually met with Ms. DeStefano to discuss PlayAway products.
- Met with BiblioCommons to discuss BiblioEmail.
- Completed year-end purchases to be in alignment with the 2023 budget.
- Helped with the making of staff appreciation gifts.
- Registered for the OLA Conference and booked travel and accommodations.
- Prepared and attended the Library Board Meeting Agenda for Library Board regular meeting – Thursday, November 23, 2023, 5:00pm at Avonmore.
- Attended the SDG Library's Volunteer Appreciation event (November 23).

ACTION REQUEST

PREPARED BY:	Rebecca Luck – Director of Library Services
PREPARED FOR:	SDG Library Board
LIBRARY BOARD DATE:	January 18, 2024
SUBJECT:	2024 Regular Meeting Dates and Locations

BACKGROUND:

1. In accordance with the Public Libraries Act, "a Library Board shall hold at least seven regular meetings in each year. 2019, c. 13, Sched. 12, s. 2.".

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) Crysler 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. Eight (8) meetings have been suggested at the following locations:
   a) South Glengarry: Lancaster and Williamstown
   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 2024 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 24 – 2024 Budget Meeting + Regular Meeting – Williamstown Branch

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:	Cassie MacDonell – Communications and Marketing Coordinator
PREPARED FOR:	SDG Library Board
LIBRARY BOARD DATE:	January 18, 2024
SUBJECT:	Communications and Marketing Plan

BACKGROUND:

1. A Communications and Marketing Plan was completed and approved by the Library Board in September 2023.

2. The 2024 Communications and Marketing Plan builds upon the successes and existing programs outlined in the 2023 plan.

ANALYSIS:

3. The upcoming objectives of 2024 include:
    a. Update library signage
    b. SDG Reads program
    c. Host March break event
    d. Promote the 2024 SDG Library Reading Challenge
    e. Launch BiblioEmail
    f. Navigator Program Guides
    g. Introduce new 2024 databases to patrons
    h. System-wide promotions and programs
    i. Build awareness of the Library of Things
    j. Community presentations
    k. Promote school visits
    l. Pop-Up Libraries
    m. Resident survey
    n. Annual report
    o. Volunteer appreciation
    p. Conduct user-experience study

IMPACT ON 2024 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

RECOMMENDATION(S):

That the Stormont, Dundas, and Glengarry County Library Board approve the 2024 Communications and Marketing Plan, as presented.

2024

Communications and Marketing Plan

Report by:
Cassie MacDonell

Last updated:
January 12, 2024

Table of Contents

Bibliothèque de
SDG
Library

Introduction

The purpose of this Communications and Marketing Plan is to outline the promotional efforts that the SDG Library will conduct in 2024. The plan aims to provide relevant and accurate project information to stakeholders and other appropriate audiences.

First, the plan presents an overview of the 2024 marketing initiatives. Next, the campaigns are presented in greater detail and are separated into goals under the 2022-2026 Strategic Plan. Lastly, the campaigns are presented in a timeline.

2022-2026 Strategic Plan

In 2022, a Board-led strategic planning process resulted in the creation of the SDG Library 2022-2026 Strategic Plan. The process received input from over 270 community members, patrons, staff members, partners, volunteers, and municipal stakeholders as to how SDG Library can improve upon its existing offerings.

This Communications and Marketing Plan uses the Community Outreach goal set forth by the Strategic Plan to outline 2024 marketing efforts. The campaigns are separated into three categories outlined in the Strategic Plan: Physical and Digital Infrastructure, Community Outreach, and Organizational Strength.

Overview of Expected 2024 Marketing Initiatives

Goal 1: Growing our Physical and Digital Infrastructure
- **1.1** Update Library signage
- **1.2** SDG Reads program
- **1.3** Host March Break Event

Goal 2: Conduct Community Outreach
- **2.1** Promote the 2024 SDG Library Reading Challenge
- **2.2** Launch BiblioEmail
- **2.3** Navigator Program Guides
- **2.4** Introduce new 2024 databases to patrons
- **2.5** System-wide promotions and programs
- **2.6** Build awareness of the Library of Things
- **2.7** Community Presentations
- **2.8** Promote school visits
- **2.9** Pop-up Libraries

Goal 3: Strengthen Our Organization
- **3.1** Resident survey
- **3.2** Annual Report
- **3.3** Volunteer appreciation
- **3.4** Conduct user-experience study

Goal 1: Growing our Physical and Digital Infrastructure

Goal 1: Growing our Physical and Digital Infrastructure

Objective 1: Update Library signage

Tactics

- Update signage to new branding: Long Sault and Alexandria
- Ensure signage gives clear directions.

Timeframe

Summer/Fall 2024

Outcomes

- Complete signage update within allocated budget.

Goal 1: Growing our Physical and Digital Infrastructure

Objective 2: SDG Reads program

Tactics

- Encourage literacy across SDG while promoting Canadian authors.
- Engage SDG residents in Library and reading programs.
- Encourage collaboration amongst staff

Timeframe

- Author selection – January-February 2024
- Preparations for launch – February-May 2024
- Program planning and promotion – May-October 2024
- Final event – October 2024

Outcomes

- 90% of participants satisfied with the program.
- Continued growth of program through increased participation.
- Continued participation from staff.

From Strategic Plan, Community Hub:
*"Exploring new, innovative opportunities to **expand and enhance the in-person experience**, recognizing the value of providing a **free and public space** where the individuals and groups can be together in community."*

Goal 1: Growing our Physical and Digital Infrastructure

Objective 3: Host March Break event

Tactics

- Provide activities during March Break that encourage patrons to participate at their local branch.

Timeframe

Promote Program: February to March 2024
Program: March 2024

Outcomes

- Positive feedback from participants.
- Observe engagement during program.
- Request for program.

From Strategic Plan, Community Hub: *"Exploring new, innovative opportunities to **expand and enhance the in-person experience**, recognizing the value of providing a **free and public space** where the individuals and groups can be together in community."*

Goal 2: Conduct Community Outreach

Goal 2: Conduct Community Outreach

Objective 1: Promote the 2024 SDG Library Reading Challenge

Tactics

- Encourage people across the SDG Counties to join the 2024 SDG Library Reading Challenge using social media and printed promotional materials.
- Create a Facebook group to encourage engagement and to promote links to content on the SDG Library website, such as curated book lists and blogs.

Timeframe

Launch in January 2024, running the challenge year-round.

Outcomes

- Facebook group grows to 120 members (47 members as of January 2024).
- Blog posts see a spike in engagement.

From Strategic Plan, Outreach: "*Remaining in the public eye by prioritizing **regular, consistent communications**, ensuring these efforts are bolstered by the necessary resources, including adequate staffing.*"

Goal 2: Conduct Community Outreach

Objective 2: Launch BiblioEmail

Tactics

- BiblioEmail is an email marketing platform that pulls the Library's events, reading recommendations, blogs, and featured online resources from the existing SDG Library website into emails and newsletters.
- Newsletter sign-up prompts will be featured across the website, along with social media and print promotion.

Timeframe

Implementation begins in January and BiblioEmail will launch in April 2024. BiblioEmail will then be used by the Library going forward.

Outcomes

- A 25% increase in subscriptions to the email list, which will provide patrons with a clear, concise communication channel for programming and Library news.
- An increase in efficiency as less staff time is spent on creating personalized newsletters.

> From Strategic Plan, Outreach:
> *"Remaining in the public eye by prioritizing **regular, consistent communications**, ensuring these efforts are bolstered by the necessary resources, including adequate staffing."*

Goal 2: Conduct Community Outreach

Objective 3: Navigator Program Guides

Tactics

- Share stories, information and programming about the Library through a newsletter medium.

Timeframe

Spring/Summer –April 2024
Fall – August 2024
Winter- December 2024

Outcomes

- Patrons are informed in a timely manner of upcoming programs.

Goal 2: Conduct Community Outreach

Objective 4: Introduce new 2024 databases to patrons

Tactics
- Clearly communicate the introduction of new 2024 databases to patrons (such as NewsStand and Creative Bug) to ensure patrons are able to take advantage of these new services.
- Use social media and instructional printed material to reach this goal.

Timeframe
January-March 2024

Outcomes
- New platforms receive traffic par to the percentage average of other libraries across Canada using the same platform.

From Strategic Plan, Messaging:
*"Develop messaging that will showcase the library's role as a community and knowledge hub with a wide variety of resources, programming and services—**extending far beyond their physical collection of books**."*

Goal 2: Conduct Community Outreach

Objective 5: System-wide promotions and programs

Tactics
- Promote system wide promotions and programs such as Canadian Library Month/Ontario Public Library Week, Read for 15, I Read Canadian, Freedom to Read Week, Summer Reading Club, Food for Fines, Maker Month, etc.
- Engage with the public and build awareness of the Library.
- Use programs to connect with in-person and virtual visitors.

Timeframe

Year-round

Outcomes
- Positive feedback from staff and patrons.
- Engagement noted through social media and in branch.

Goal 2: Conduct Community Outreach

Objective 6: Build awareness of Library of Things

Tactics

Use social media, press, and physical promotions to build awareness of the Library of Things.

Timeframe
Year-round

Outcomes
- Increase in website visits to the Library of Things page
- Increase in holds placed on Library of Things items.

Goal 2: Conduct Community Outreach

Objective 7: Community presentations

Tactics

- Build awareness of the Library and its services among public, stakeholders and partners.
- Target specific markets for presentations.
- Prepare and deliver presentations to local councils.

Timeframe

Deliver local council presentations – Winter and Fall 2024

Outcomes

- Increased support from stakeholders and public.
- Increased awareness of the Library through added membership and visitors.

From Strategic Plan, Community Engagement: "E*xplore innovative ways to engage **new audiences**, including youth, and **investing in mutually-beneficial partnerships** to help spread awareness of the library and upcoming programs and events.*"

Goal 2: Conduct Community Outreach

Objective 8: Promote school visits

Tactics

- Promote fun, literacy-based programs to children.
- Advocate program to school principals.

Timeframe

Fall 2024

Outcomes

- Class visits from 50% of schools (adjacent to library) by Winter 2024.

Goal 2: Conduct Community Outreach

Objective 9: Pop-Up Libraries

Tactics

- Build awareness of the Library and its services among public, stakeholders and partners.
- Target specific markets for outreach.
- Visit popular events such as fairs and community gatherings.

Timeframe

Review and plan outreach: March to May 2024
Coordinate Pop Up Library: Year-round

Outcomes

- Increased awareness of the Library through added memberships and visitors to the 'Pop Up Library'

From Strategic Plan, Community Engagement: "E*xplore innovative ways to engage **new audiences,** including youth, and **investing in mutually-beneficial partnerships** to help spread awareness of the library and upcoming programs and events."*

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Goal 3: Strengthen Our Organization

Goal 3: Strengthen Our Organization

Objective 1: Resident Survey

Tactics

- Better understand and respond to the needs of SDG residents.
- Understand why some people do not use the Library
- Provide data to help plan programs and services
- Create neighbourhood profiles for branches

Timeframe

- Create evaluation tool- July/August 2024
- Promote and distribute survey- September/October 2024
- Analyze & report results- November/December 2024

Outcomes

- Have a representative sample of respondents from the SDG Counties.
- Respondents provide feedback that will develop into practical actions when creating campaigns to attract people to the Library.

From Strategic Plan, Monitoring and Feedback: *"Implementing processes to regularly gather feedback and input from staff, to proactively identify and address any challenges and improve staff retention."*

Goal 3: Strengthen Our Organization

Objective 2: Annual Report

Tactics

- Illustrate important information and statistics on Library usage.
- Make information accessible and easy to use for the public, stakeholders, and staff

Timeframe

Draft report - May

Report to the Board - June

Outcomes

- Positive feedback from public, stakeholders and staff.

Goal 3: Strengthen Our Organization

Objective 3: Volunteer engagement

Tactics

- Plan Volunteer Appreciation Event
- Engage with volunteers across the Library
- Encourage community members to volunteer with the Library.

Timeframe

- Plan Volunteer Appreciation Event – April 2024
- Engage with volunteers across the Library – year-round

From Strategic Plan, Great Place to Work:
*"Exploring opportunities to ensure that the **SDG Library continues to be seen as an attractive place to work**, incorporating innovative, low-cost options"*

Outcomes

- Broad representation of volunteers at event.
- Increase in volunteers in the system.
- Staff are content with the volunteers available.

Goal 3: Strengthen Our Organization

Objective 4: Conduct User Experience Study

Tactics
- Gain a better understanding of patrons' use, needs and satisfaction with the Library.
- Use information to make positive changes.

Timeframe

- Create evaluation tool – September 2024
- Promote and distribute survey – October 2024
- Analyze & report results – November 2024

Outcomes

- Meet target satisfaction goals.
- Have a representative sample of respondents

From Strategic Plan, Monitoring and Feedback:
"Implementing processes to regularly gather feedback and input from staff, to proactively identify and address any challenges and improve staff retention."

2024 Timeline

Timeline of Our Objectives

Ongoing

- Library of Things Promotion
- Pop-Up Libraries
- System-wide promotions and programming
- 2024 SDG Library Reading Challenge

2nd Quarter

- Spring/Summer Navigator
- BiblioEmail Launch
- Annual Report
- Volunteer Appreciation

4th Quarter

- School Visits
- SDG Reads
- Winter Navigator
- Resident survey
- User Experience Study

1st Quarter

- Launch 2024 SDG Library Reading Challenge
- Host March Break Event
- Promotion of new 2024 databases
- Community Presentations

3rd Quarter

- Fall Navigator
- Library signage
- Community Presentations

	STAFF REPORT	S.R. No. 1-2024

PREPARED BY: Margaret MacDonald – Chair, Library Board
Rebecca Luck – Director of Library Services

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: January 18, 2024

SUBJECT: Library Board Self-Evaluation - Results

BACKGROUND:

1. Under the Library Board Self-Evaluation Policy (GOV 2022-01), Board members were asked to complete a questionnaire in November 2023. The questionnaire assessed the management of the Board, acknowledged goals achieved, determined strengths and weaknesses, and provided perspective to the Board's activity.

ANALYSIS:

2. The results were aggregated by the Chair and are presented below for discussion purposes:

**Section A: How well has the Board done its Job?**
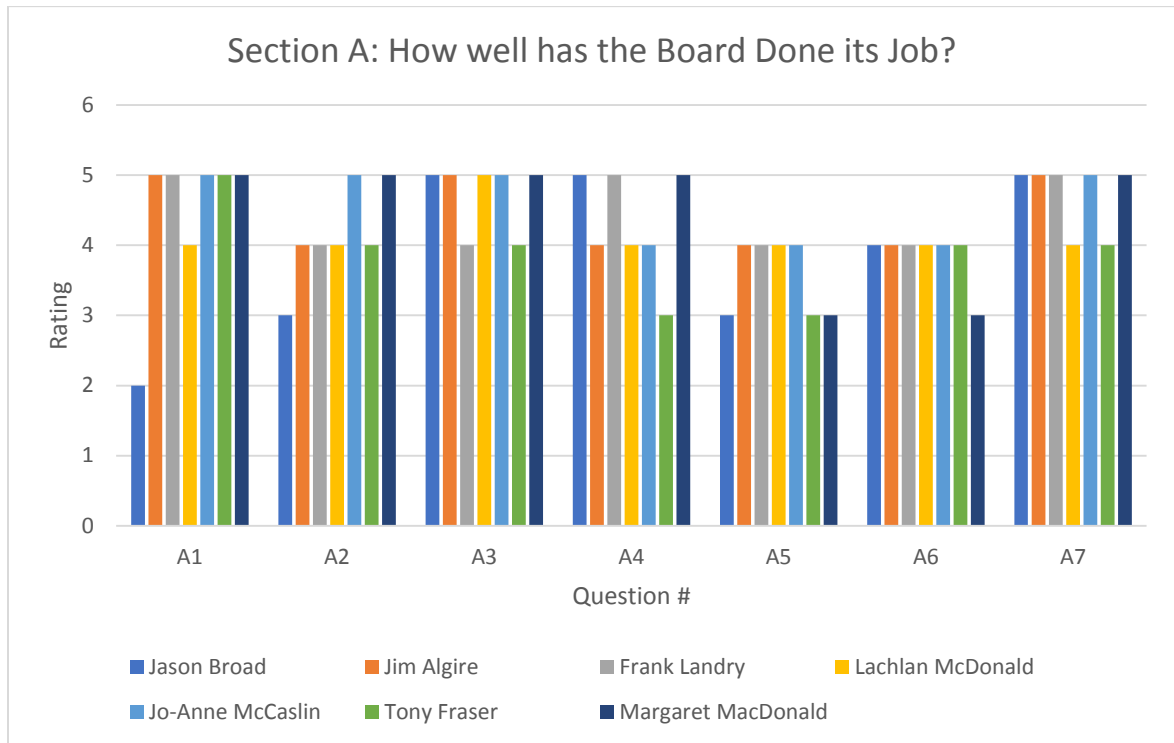
No.	Question	Average Rating
A1	The Stormont, Dundas and Glengarry Library Board operates with a strategic plan or a set of measurable goals and priorities.	4.4
A2	The Board's regular meeting agenda items reflect our strategic plan or priorities.	4.1
A3	The Board has created, or reviewed, in this period, some key governance policies.	4.7
A4	The Board collaborates with the Library CEO/Director to set goals, review and amend policies when appropriate.	4.3
A5	The Board has identified and reviewed the Library's relationship with each of its key stakeholders.	3.6
A6	The Board has ensured that the Library's accomplishments and challenges have been communicated to key stakeholders.	3.9
A7	The Board has understood and respected that our role is in governance and not operations.	4.7

**Section B: How well has the Board Conducted Itself?**

Section B: How well has the Board Conducted Itself?
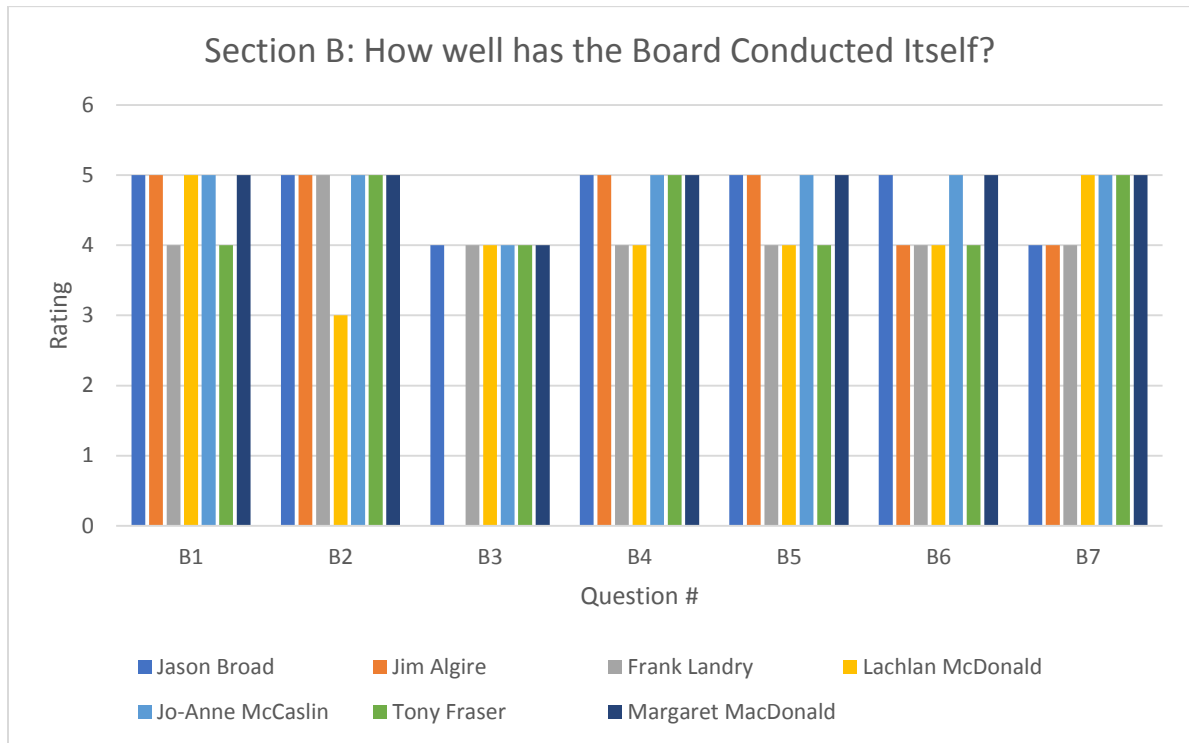
No.	Question	Average Rating
B1	Board members have been provided with enough information through orientation packages and training to successfully fulfill our roles and responsibilities.	4.7
B2	The Board agenda is provided in advance and includes all necessary details to complete meetings in a timely manner.	4.7
B3	Board members come to meetings prepared.	3.4
B4	The Board receives relevant reports prior to meetings.	4.7
B5	Decisions are made collaboratively with consensus following parliamentary protocols.	4.6
B6	Board meetings are engaging and provide personal development.	4.4
B7	Opportunities for Board training and/or joining subcommittees is offered in a fair and transparent manner.	4.6

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

Section C: The Board's Relationship with the CEO / Director
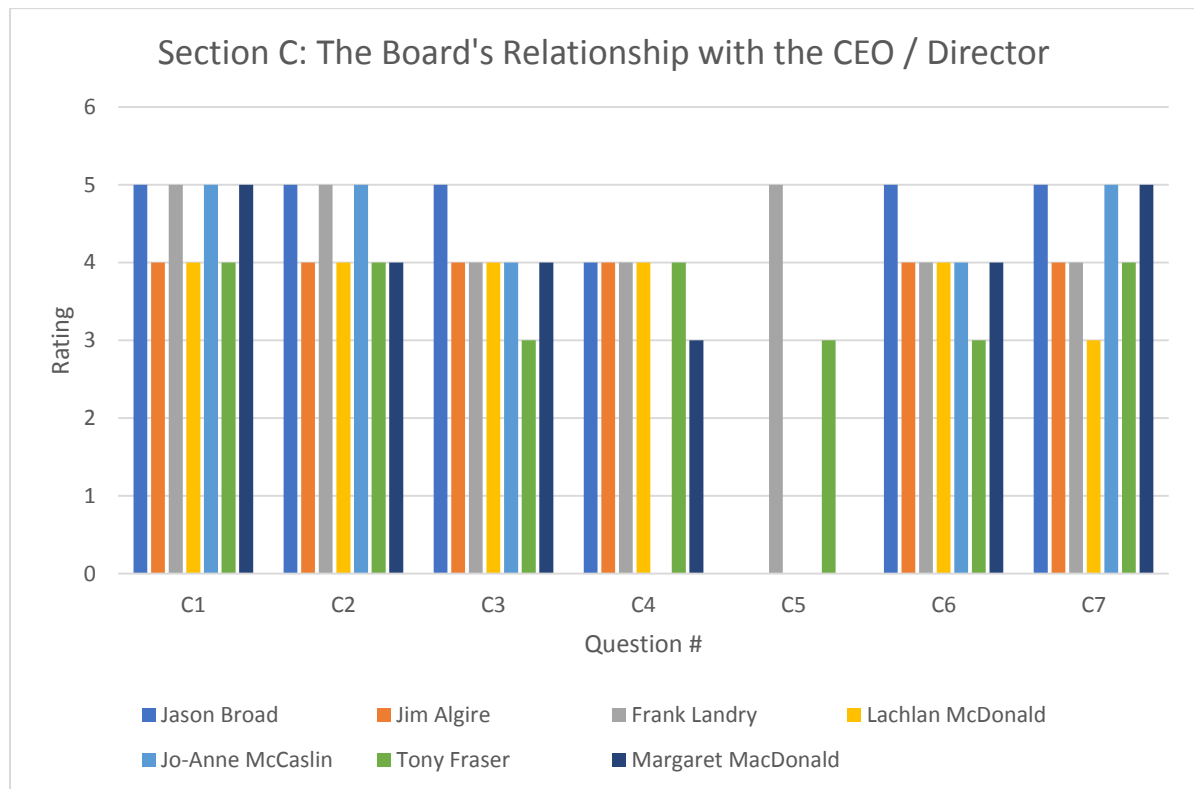
No.	Question	Average Rating
C1	There is good two-way communication between the Board and the CEO.	4.6
C2	The Board trusts the judgement of the CEO.	4.4
C3	The Board has discussed and communicated the kinds of information and level of details it requires from the CEO.	4.0
C4	The Board has developed formal criteria and a process for evaluating the CEO.	3.3
C5	The Board, or a committee of the Board, has formally evaluated the CEO within the last 12 months.	1.1
C6	The Board evaluates the CEO primarily on the accomplishment of the organization's strategic goals and priorities and adherence to policy.	4.0
C7	The Board regularly provides the CEO with feedback and recognition.	4.3

Section D: Feedback to the Chair of the Board

Section D: Feedback to the Chair of the Board
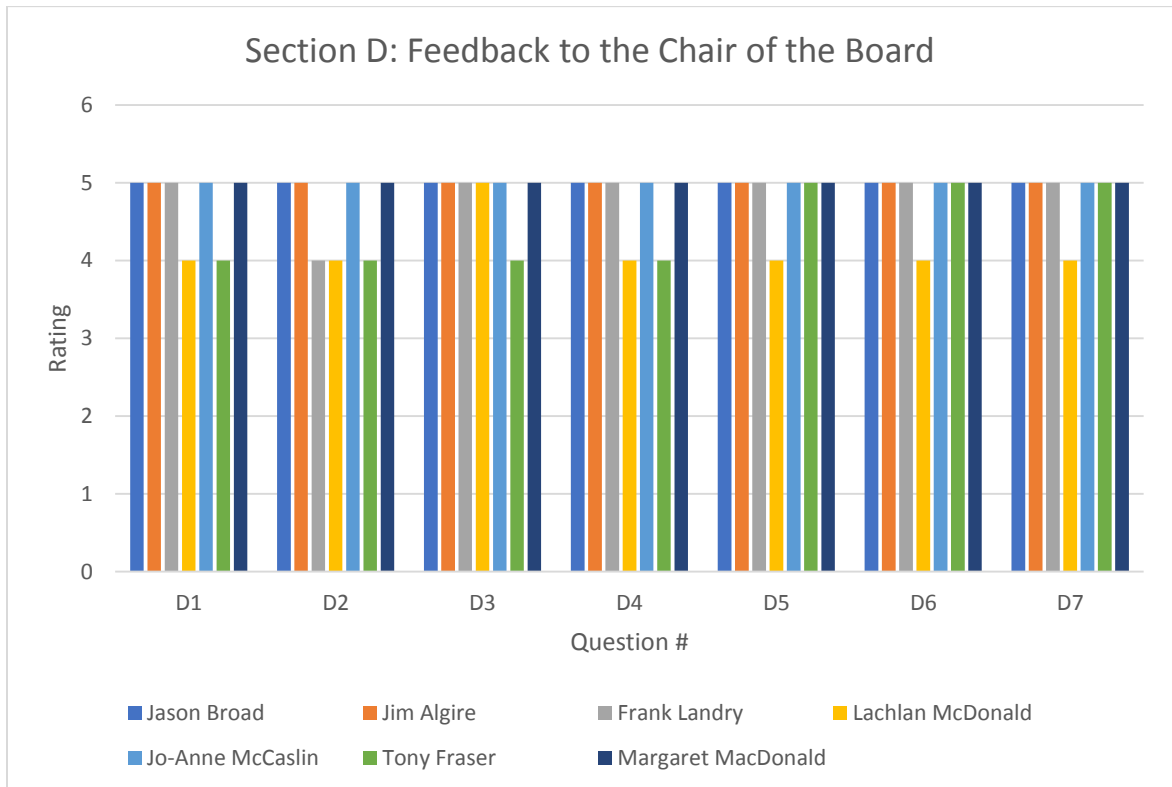
No.	Question	Average Rating
D1	The Chair is well prepared for Board meetings.	4.7
D2	The Chair helps the Board stick to the agenda.	4.6
D3	The Chair tries hard to ensure that every Board member has an opportunity to be heard.	4.9
D4	The Chair has demonstrated versatility in facilitating Board discussions.	4.7
D5	The Chair helps the Board work well together.	4.9
D6	The Chair demonstrates good listening skills.	4.9
D7	The Board supports the Chair.	4.9

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

IMPACT ON 2024 BUDGET:

3. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 3: Strengthen our Organization

![SDG Library logo — Bibliothèque de SDG Library]

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STAFF REPORT   **S.R. No. 2-2024**

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PREPARED BY: Cassie MacDonell – Communications and Marketing Coordinator

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: January 18, 2024

SUBJECT: Food+ for Fines

BACKGROUND:

1. From November 20th to December 4th, the SDG Library ran its bi-annual Food+ for Fines campaign. The program invites library patrons to give back to their communities by bringing non-perishable, non-expired items, or personal care items to any SDG Library branch in return for library fine forgiveness.
2. For each donation item received, $2 in library fines was waived from the patron's account. If the patron has no outstanding library fines, the patron could "pay it forward" by paying off the fines of others in the community.

ANALYSIS:

3. Branches collected 779 items, which amounted to $1,558 fines forgiven across the 15 library branches.
4. All items collected by the SDG Library were given to local food banks that serve people living in SDG Counties.

IMPACT ON 2024 BUDGET:

5. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Conduct Community Outreach

	STAFF REPORT	**S.R. No. 3-2024**

PREPARED BY: Cassie MacDonell – Communications and Marketing Coordinator

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: January 18, 2024

SUBJECT: Holiday Outreach

BACKGROUND:

1. During November and December, the SDG Library was excited to attend community-organized holiday events across the SDG Counties. Attendance at these events strengthened relationships between the Library and existing patrons and organizations and created an opportunity for the Library to interact with residents who may not be aware of the services it provides. These events included:

    a. November 27th: Finch Library Branch opened for special hours during Finch's CPKC Holiday Train event. The Branch successfully welcomed 72 people, both patrons and non-patrons, to warm up and create a holiday craft.

    b. December 1st: the Lancaster Library Branch extended its hours to greet people attending the Lancaster Tree Lighting Ceremony hosted by the Optimist Club of Lancaster. The Branch had 122 people visit during the special hours, entering the branch to warm up and have a snack.

    c. December 2nd and 3rd: staff and teen volunteers participated in the Morrisburg Santa Claus Parade, the North Dundas Parade of Lights (Winchester) and the Alexandria Lions Club Santa Claus Parade. Despite the at-times rainy weather, all three parades received an excellent turnout, with the Library being able to broadcast itself directly to hundreds of SDG Counties residents. Attached to candy canes, hundreds of bookmarks with library information and hours were handed out.

IMPACT ON 2024 BUDGET:

2. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Conduct Community Outreach

STAFF REPORT   **S.R. No. 4-2024**

PREPARED BY: Rebecca Luck – Director of Library Services

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: January 18, 2024

SUBJECT: Library Lease Agreement – Working Group

BACKGROUND:

1. The SDG Library Lease Agreements establishes an agreement between each Township and the SDG Library for use of Township owned premises for the benefit of library users. The previous agreement was in force for a term of five (5) years, from December 31, 2017, to December 31, 2022. Being now expired, an updated Lease Agreement between SDG Library and each Municipality is of an utmost priority.

2. On November 23, 2023, SDG Library met with representatives from local municipalities to discuss the SDG Library Lease Agreements. The working group consisted of the following members:

SDG Counties	Rebecca Luck, Director of Library Services
	Maureen Adams, CAO
	Rachel Vivarais, Administrative Assistant
Township of South Stormont	Matthew Testa, Facilities Coordinator
	Kevin Amelotte, Director of Parks and Recreation
Township of North Stormont	Mary McCuaig, Acting CAO/Clerk
Municipality of South Dundas	David Jansen, Director of Parks, Recreation & Facilities
Township of North Dundas	Meaghan Meerburg, Director of Recreation & Culture
Township of South Glengarry	Sherry-Lynn Servais, General Manager of Parks, Recreation and Culture
Township of North Glengarry	Anne Leduc, Director of Community Services

ANALYSIS:

3. The meeting focused on discussing the expectations surrounding level of service between the SDG Library and each Municipality while ensuring it is equal across all Municipalities.

4. To be transparent with Level of Service expectations, some key talking points from the meeting included:
   - Covenants of the Lessor: exterior façade of the building, utilities, interior amenities, cleaning, pest control, fire safety systems, garbage disposal, snow removal services, and groundskeeping.
   - Covenants of the Lessee
   - Parking and Access
   - Signage

- Rent: it was agreed that the annual rent increase will be reflective of the Consumer Price Index (CPI). Further discussions will be had with the Counties' Finance department with regards to the CPI period and the frequency of payments.

5. It is the SDG Library's intention to work with all Municipalities to develop a Lease Agreement that is equitable, transparent, and reasonable for all involved parties.

6. The working group will reconvene in late January / early February to review a draft copy of the Lease Agreement.

IMPACT ON 2024 BUDGET:

7. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Physical and Digital Infrastructure

LEASE AGREEMENT

THIS AGREEMENT made in duplicate this ___ day of _____, 201__.

BETWEEN:

(Name of Municipality/Township/Organization/Individual), hereinafter referred to as "XXXXXX"

OF THE FIRST PART

-and-

The Stormont Dundas and Glengarry County Library Board hereinafter referred to as the "Board"

OF THE SECOND PART

WHEREAS *XXXXXX* and the Board wish to provide and maintain public library services in *(community)* for the benefit of library users within the United Counties of Stormont, Dundas and Glengarry.

NOW THEREFORE, it is agreed between the Parties hereto as follows:

1. *XXXXXX* will supply premises suitable for the intended purpose, at a location acceptable to the Board, and will maintain such premises in a state of repair that is acceptable to the Board.

2. *XXXXXX* will:

   (i)   Assume responsibility for the heating and electrical cost incurred during the occupancy of the premises by the Board.
   (ii)   Maintain the grounds, parking and building access areas, on which the premises is located, in a manner that is satisfactory and acceptable to the requirements of the Board; and
   (iii) Permit the placement of appropriate signage on the exterior and interior of the building.
   (iv)   Provide custodial services required for the building other than the space used for library purposes.

3. The Board will maintain and provide public library services at the premises supplied by *XXXXXX* for the benefit of library users on a basis that is consistent with the practices of the Board in the delivery thereof within the County Library System established by by-law of the Council for the United Counties of Stormont, Dundas and Glengarry.

4. The Board will provide the custodial services required for the general maintenance of the premises exclusively used by the Library.

5. The Board or *XXXXXX* will not, during the duration of this Agreement, conduct any alterations to the demised premises without prior written consent of the other Party.

6. The Board covenants with *XXXXXX* to pay rent, on a per square footage basis, for the space that is supplied and occupied by the Board for the intended purpose of this Agreement, as shown in the table below (exclusive of applicable taxes):

	2018	2019	2020
Square Footage	$4.00/ square foot	$6.00/ square foot	$8.00/ square foot

Further, for 2021 and 2022, rates be increased by the Consumer Price Index.

7. Indemnification

XXXXXX covenants and agrees to defend, indemnify and save harmless the United Counties of Stormont, Dundas & Glengarry and the Board their elected officials, officers, employees and volunteers from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury or to damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence, acts, errors, omissions, whether willful or otherwise by *XXXXXX*, their officers, employees, agents, or others who *XXXXXX* is legally responsible, in respect to this Agreement. This indemnity shall be in addition to and not in lieu of any insurance to be provided to the County and Board in accordance with this Agreement, and shall survive this Agreement.

The United Counties of Stormont, Dundas & Glengarry and Board, covenants and agrees to defend, indemnify and save harmless *XXXXXX*, their elected officials, officers, employees and from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs),

interest or damages of every nature and kind whatsoever, including but not limited to bodily injury or to damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence, acts, errors, omissions, whether willful or otherwise by the County and Board, their officers, employees, agents, or others who the County and Board are legally responsible, in respect to this Agreement. This indemnity shall be in addition to and not in lieu of any insurance to be provided to *XXXXXX* in accordance with this Agreement, and shall survive this Agreement.

8. Insurance

Each party, at their own expense shall maintain insurance requirements for the duration of the agreement as noted below:

Municipal Liability issued on an occurrence basis for an amount of not less than $5,000,000. per occurrence / $5,000,000 annual aggregate for any negligent acts or omissions relating to their obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; products & completed operations; owners & contractors protective; occurrence property damage; employees and volunteers as Additional Insured(s); contingent employers liability; tenants legal liability cross liability and severability of interest clause.

XXXXXX shall add the United Counties of Stormont, Dundas & Glengarry and the Board as Additional Insured subject to a waiver of subrogation. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Counties and the Board.

The United Counties of Stormont, Dundas & Glengarry and the Board shall add *XXXXXX* as Additional Insured subject to a waiver of subrogation. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to *XXXXXX*.

Each party shall be responsible for the physical damage to their property used in providing service as outlined in the agreement.

Any applicable Deductible to any insurance coverage shall be the sole responsibility of the Named Insured and the additional Insured shall bear no cost towards such deductible.

Each party shall provide the other parties with a certificate of insurance evidencing the above noted coverage including a 30-day notice of cancellation.

In addition to General Insurance, each party shall provide evidence of WSIB or its equivalent.

9. Term

This Agreement will be in force for a term of five (5) years, from December 31, 2017 to December 31, 2022, with the option of renewal for an additional five (5) year increment, up to and including December 31, 2027. Either party may give notice to terminate this Agreement by providing ninety (90) days written notice to the other.

IN WITNESS WHEREOF *XXXXXXX* and Board hereto have executed this Agreement.

THE CORPORATION OF *XXXXXXX*

PER: _____

Authorized Signing Officer

PER: _____

Authorized Signing Officer

THE STORMONT, DUNDAS AND GLENGARRY COUNTY LIBRARY BOARD

PER: _____

Authorized Signing Officer

PER: _____

Authorized Signing Officer

| | STAFF REPORT | S.R. No. 5-2024 |

PREPARED BY: Rebecca Luck – Director of Library Services

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: January 18, 2024

SUBJECT: Express Depot Update

BACKGROUND:

1. Express Depots provide patrons an alternative location to pick up library materials. The SDG Library offers Express Depots at the following locations: Dalkeith, Glen Walter, St. Andrews, and Morewood.

ANALYSIS:

2. Weekly reports have been compiled for all express depots, documenting the number of patrons utilizing the depot, along with the number of items being circulated. A comparative table has been summarized below:

Month	Dalkeith # Patrons	Dalkeith # Items Circulated	Glen Walter # Patrons	Glen Walter # Items Circulated	St. Andrews # Patrons	St. Andrews # Items Circulated	Morewood # Patrons	Morewood # Items Circulated
June	2	2	20	39	27	47	-	-
July	3	3	29	55	24	57	-	-
August	6	6	39	46	41	90	-	-
September	3	4	19	25	31	78	-	-
October	1	1	20	30	30	54	2*	3*
November	6	4	23	41	32	70	8	30
December	1	3	22	42	30	75	6	18
TOTAL	25	28	172	278	215	471	16	51

* Note: Morewood Express launched at the end of October 2023

IMPACT ON 2024 BUDGET:

3. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Physical and Digital Infrastructure