



MEETING AGENDA
Stormont, Dundas and Glengarry County Library Board

Thursday, June 19, 2025, 5:00 p.m.
Winchester Branch
547 St. Lawrence Street, Winchester ON

	Pages
1. Call to Order	
2. Adoption of Agenda	
a. Additions, Deletions or Amendments Additions to or deletions from the Agenda must be made upon consultation with the Board Chair prior to the meeting. All matters listed under “Consent Items” are considered to be routine and will be enacted by one motion. Should a Board member wish an alternative action from the proposed recommendation, s/he may request that the matter(s) be moved to the appropriate section at this time.	
3. Declaration of Pecuniary Interest	
4. Adoption of Minutes	
a. Library Board Regular Meeting Minutes - April 24, 2025	3
5. Delegations	
a. Federation of Ontario Public Libraries - Dina Stevens	
6. Consent Items	
a. Statistical Summary (Circulation) - April & May 2025	6
b. Financial Report - April & May 2025	8
c. Director of Library Services Report - April & May 2025	10
d. Correspondence	
7. Action Items	
8. Discussion Items	
a. Community Outreach and Mobile Services - Update	11
b. Performance Review of the Director of Library Services	13
c. 2024 Annual Report	15
d. OLS Board Assembly Meeting - Spring 2025	24
e. Every Kid a Card Campaign	26

f. Partnership between UCDSB, PIC & SDG Library

32

9. In Camera

10. Adjournment

Stormont, Dundas and Glengarry County Library Board

Minutes

April 24, 2025, 5:00 p.m.

Avonmore Branch

16299 Fairview Drive, Avonmore ON

Members Present: Margaret MacDonald, Chair; Tony Fraser, Vice-Chair; Jason Broad; Jim Algire; Jo-Anne McCaslin

Members Absent: François Landry; Lachlan McDonald

Staff Present: Rebecca Luck, Director of Library Services; Emily Andrews, Community Librarian; Kate-Jones Miner, District 1 Supervisor; Jessica Lomberg, District 2 Supervisor; Lorna Platts, District 3 Supervisor; Maria Steffen, Communications and Marketing Coordinator; Kelsey Dekker, Library Services Assistant (Avonmore Branch)

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

2. **Adoption of Agenda**

Moved by Jo-Anne McCaslin

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

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

4. **Adoption of Minutes**

4.1 Library Board Regular Meeting Minutes - February 26, 2025

Moved by Tony Fraser

Seconded by Jason Broad

That the Stormont, Dundas & Glengarry County Library Board approves the Minutes of the February 26, 2025 regular meeting, as written.

CARRIED

5. Delegations

Kelsey Dekker, Library Services Assistant at the Avonmore branch, provided the Board with a quick overview of the branch.

6. Consent Items

Moved by Jo-Anne McCaslin

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) - February & March 2025

6.2 Statistical Summary (Quarterly) - January-March 2025

6.3 Financial Report - February & March 2025

6.4 Branch and Supervisors Reports - January-March 2025

6.5 Community Librarian Report - January-March 2025

6.6 Communications & Marketing Report - January-March 2025

6.7 Technical Services Report - January-March 2025

6.8 Director of Library Services Report - February & March 2025

6.9 Correspondence

7. Action Items

7.1 Unattended Child Policy – Review

Moved by Jason Broad

Seconded by James Algire

That the Stormont, Dundas and Glengarry County Library Board approves the Unattended Child Policy, as presented.

CARRIED

7.2 Code of Conduct Policy – Review

Moved by Jason Broad

Seconded by Jo-Anne McCaslin

That the Stormont, Dundas and Glengarry County Library Board approves the Code of Conduct Policy, as amended.

CARRIED

7.3 Zoom Books Fund Allocation

Moved by James Algire

Seconded by Jo-Anne McCaslin

That the Stormont, Dundas, and Glengarry County Library Board approve the resale of weeded material be allocated towards the capital collections budget.

CARRIED

8. Discussion Items

8.1 The Nation Partnership - Update

8.2 User Engagement Survey

8.3 Valuing Ontario Libraries Toolkit (VOLT)

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 on June 19, 2025 at 5:00pm at the Winchester Branch, or at the Call of the Chair.

CARRIED

Board Chair/Vice Chair

Secretary

SDG Library

April 2025 Statistical Summary

Branch & Open Hours Per Week	Circulation				Borrowers	Visitors	New Patrons
	Print & A/V	Digital Books	April 2025 Total	April 2024 Total			
CloudLink*	0	12577	12577	7740			
Administration	306	16	322	280	28	N/A	0
Alexandria (44)	3820	180	4000	3301	483	1441	32
Avonmore (20)	755	57	812	657	105	387	7
Chesterville (17)	854	85	939	1297	134	375	13
Crysler (20)	1485	57	1542	1260	134	750	4
Finch (16)	504	47	551	480	83	207	3
Glen Walter Express	48	5	53	47	17	N/A	0
Ingleside (44)	1177	101	1278	1901	250	811	8
Iroquois (20)	781	63	844	982	169	550	7
Lancaster (44)	1234	124	1358	1476	234	590	8
Long Sault (30)	1458	150	1608	1623	259	647	11
Maxville (16)	389	48	437	608	87	179	8
Morewood Express	33	0	33	17	5	N/A	0
Morrisburg (44)	1736	103	1839	1615	320	1252	22
South Mountain (16)	778	64	842	892	142	300	7
St. Andrews Express	73	12	85	76	21	N/A	0
Williamsburg (16)	614	51	665	508	87	256	2
Williamstown (17)	730	75	805	781	116	330	1
Winchester (44)	2063	175	2238	2302	319	1128	24
SYSTEM TOTAL	18838	13990	32828	27851	2993	9203	157

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

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

* includes CloudLink (SDG patrons borrowing from other libraries and other library patrons borrowing from our collection).

Digital Books	
cloudLibrary-Patron Usage	4709
cloudLibrary-Collection Usage	9281
Total	13990

SDG Library

May 2025 Statistical Summary

Branch & Open Hours Per Week	Circulation				Borrowers	Visitors	New Patrons
	Print & A/V	Digital Books	May 2025 Total	May 2024 Total			
CloudLink*	0	12336	12336	7740			
Administration	241	690	931	280	24	N/A	2
Alexandria (44)	2950	182	3132	3102	461	1292	31
Avonmore (20)	813	46	859	776	106	333	20
Chesterville (17)	674	74	748	1018	131	410	2
Crysler (20)	1328	34	1362	1121	126	730	3
Finch (16)	411	35	446	458	74	219	2
Glen Walter Express	63	3	66	69	18	N/A	2
Ingleside (44)	1090	79	1169	1850	236	625	3
Iroquois (20)	793	56	849	1172	160	663	6
Lancaster (44)	1276	101	1377	1673	217	593	6
Long Sault (30)	1518	124	1642	1564	267	802	13
Maxville (16)	388	42	430	657	84	211	4
Morewood Express	45	0	45	N/A	5	N/A	0
Morrisburg (44)	1543	94	1637	1620	288	1182	16
South Mountain (16)	781	71	852	977	130	286	6
St. Andrews Express	38	2	40	74	13	N/A	0
Williamsburg (16)	662	47	709	599	74	220	3
Williamstown (17)	696	61	757	652	118	235	4
Winchester (44)	1893	135	2028	2059	281	1178	24
SYSTEM TOTAL	17203	14212	31415	27474	2813	8979	147

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

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

* includes CloudLink (SDG patrons borrowing from other libraries and other library patrons borrowing from our collection).

Digital Books	
cloudLibrary-Patron Usage	4742
cloudLibrary-Collection Usage	9470
Total	14212

LIBRARY MONTHLY STATEMENT



For Period Ending 30-Apr-2025

	2025	2025	2025	2024	2024	2024
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
GENERAL FUND						
REVENUE						
ANNUAL PROVINCIAL FUNDING	0	-131,761	-131,761	-131,761	-131,761	0
ONTARIO CAPACITY FUNDING	0	-1,000	-1,000	-4,177	-1,000	3,177
STUDENT FUNDING	0	-4,500	-4,500	-4,637	-8,300	-3,663
FEES & FINES	-7,123	-9,500	-2,377	-18,418	-10,000	8,418
DONATIONS & SALES	-1,684	-6,500	-4,816	-11,476	-5,750	5,726
TRANSFER FROM RESERVES	0	-153,542	-153,542	-218,914	-308,332	-89,418
Total REVENUE	-8,808	-306,803	-297,995	-389,384	-465,143	-75,759
EXPENSES						
FULL TIME WAGES & BENEFITS	338,277	1,068,303	730,026	955,005	977,450	22,445
BRANCH WAGES & BENEFITS	290,506	991,494	700,988	929,348	915,069	-14,279
STUDENT WAGES & BENEFITS	0	23,618	23,618	22,289	23,408	1,119
BOARD MEETINGS & DEVELOPMENT	6,560	15,452	8,892	9,078	13,232	4,154
STAFF MILEAGE	2,286	6,000	3,714	8,374	10,372	1,998
STAFF TRAINING & DEVELOPMENT	10,863	22,685	11,822	14,211	24,918	10,707
PRINT MATERIAL	37,564	185,500	147,936	179,763	185,500	5,737
DIGITAL BOOKS	17,912	87,000	69,088	93,195	95,000	1,805
DATABASE SUBSCRIPTIONS	59,804	73,028	13,224	59,865	66,526	6,661
MAGAZINES, PERIODICALS & LEASED BOOKS	3,243	3,655	412	3,863	3,950	87
SUPPLIES & EQUIPMENT	4,230	28,650	24,420	28,929	28,470	-459
CREDIT CARD FEES	47	200	153	167	115	-52
PHONES & INTERNET	17,702	56,309	38,607	53,355	57,496	4,141
PROMOTIONS & WEBSITE	62,814	68,800	5,986	65,415	75,030	9,615
PUBLIC PROGRAMS	775	10,400	9,625	11,870	12,400	530
COMPUTER PURCHASES	4,925	9,300	4,375	7,204	7,929	725
SOFTWARE SUPPORT	38,823	50,255	11,432	41,209	52,548	11,339
DELIVERY & OUTREACH VEHICLES	165	29,500	29,335	29,395	32,000	2,605
COPIERS & PRINTERS	1,144	6,500	5,356	7,434	10,000	2,566
COPYRIGHT & PERFORMANCES LICENSES	763	1,700	937	2,113	2,319	206
BRANCH CLEANING	639	5,000	4,361	3,577	5,000	1,423
BRANCH RENTS, INSURANCE & SECURITY	222,867	250,833	27,966	245,897	244,804	-1,093
FURNITURE PURCHASE	940	29,600	28,660	59,107	64,250	5,143
AUDIT & LEGAL FEES	0	6,110	6,110	3,053	3,600	547
SPECIAL PROJECTS	58	3,400	3,342	7,898	9,400	1,502
SUPPORT FROM OTHER DEPARTMENTS	0	172,764	172,764	188,093	188,093	0
TRANSFER TO RESERVES	0	0	0	3,410	0	-3,410
Total EXPENSES	1,122,909	3,206,056	2,083,147	3,033,120	3,108,879	75,759
Total GENERAL FUND	1,114,101	2,899,253	1,785,152	2,643,736	2,643,736	0

LIBRARY MONTHLY STATEMENT

Date : Jun 04, 2025

Time : 11:47 am

For Period Ending 31-May-2025



	2025	2025	2025	2024	2024	2024
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
GENERAL FUND						
REVENUE						
ANNUAL PROVINCIAL FUNDING	0	-131,761	-131,761	-131,761	-131,761	0
ONTARIO CAPACITY FUNDING	0	-1,000	-1,000	-4,177	-1,000	3,177
STUDENT FUNDING	0	-4,500	-4,500	-4,637	-8,300	-3,663
FEES & FINES	-8,189	-9,500	-1,311	-18,418	-10,000	8,418
DONATIONS & SALES	-1,915	-6,500	-4,585	-11,476	-5,750	5,726
TRANSFER FROM RESERVES	0	-153,542	-153,542	-218,914	-308,332	-89,418
Total REVENUE	-10,104	-306,803	-296,699	-389,384	-465,143	-75,759
EXPENSES						
FULL TIME WAGES & BENEFITS	419,663	1,068,303	648,640	955,005	977,450	22,445
BRANCH WAGES & BENEFITS	362,413	991,494	629,081	929,348	915,069	-14,279
STUDENT WAGES & BENEFITS	4,376	23,618	19,242	22,289	23,408	1,119
BOARD MEETINGS & DEVELOPMENT	7,163	15,452	8,289	9,078	13,232	4,154
STAFF MILEAGE	2,436	6,000	3,564	8,374	10,372	1,998
STAFF TRAINING & DEVELOPMENT	10,863	22,685	11,822	14,211	24,918	10,707
PRINT MATERIAL	53,793	185,500	131,707	179,763	185,500	5,737
DIGITAL BOOKS	23,168	87,000	63,832	93,195	95,000	1,805
DATABASE SUBSCRIPTIONS	61,971	73,028	11,057	59,865	66,526	6,661
MAGAZINES, PERIODICALS & LEASED BOOKS	3,243	3,655	412	3,863	3,950	87
SUPPLIES & EQUIPMENT	4,904	28,650	23,746	28,929	28,470	-459
CREDIT CARD FEES	62	200	138	167	115	-52
PHONES & INTERNET	19,545	56,309	36,764	53,355	57,496	4,141
PROMOTIONS & WEBSITE	63,296	68,800	5,504	65,415	75,030	9,615
PUBLIC PROGRAMS	902	10,400	9,498	11,870	12,400	530
COMPUTER PURCHASES	4,925	9,300	4,375	7,204	7,929	725
SOFTWARE SUPPORT	40,836	50,255	9,419	41,209	52,548	11,339
DELIVERY & OUTREACH VEHICLES	165	29,500	29,335	29,395	32,000	2,605
COPIERS & PRINTERS	1,284	6,500	5,216	7,434	10,000	2,566
COPYRIGHT & PERFORMANCES LICENSES	763	1,700	937	2,113	2,319	206
BRANCH CLEANING	869	5,000	4,131	3,577	5,000	1,423
BRANCH RENTS, INSURANCE & SECURITY	222,867	250,833	27,966	245,897	244,804	-1,093
FURNITURE PURCHASE	971	29,600	28,629	59,107	64,250	5,143
AUDIT & LEGAL FEES	0	6,110	6,110	3,053	3,600	547
SPECIAL PROJECTS	58	3,400	3,342	7,898	9,400	1,502
SUPPORT FROM OTHER DEPARTMENTS	0	172,764	172,764	188,093	188,093	0
TRANSFER TO RESERVES	0	0	0	3,410	0	-3,410
Total EXPENSES	1,310,537	3,206,056	1,895,519	3,033,120	3,108,879	75,759
Total GENERAL FUND	1,300,433	2,899,253	1,598,820	2,643,736	2,643,736	0

INFORMATION REPORT

PREPARED BY: Rebecca Luck – Director of Library Services

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: June 19, 2025

SUBJECT: Director of Library Services Report

STAFFING HIGHLIGHTS:

Alyson Vandrish has accepted the Casual Support Assistant position within District 3 branches.

Caleigh Baker has accepted the Library Services Assistant position at the Long Sault branch.

DIRECTOR OF LIBRARY SERVICES: (Rebecca L.)

- Provided the SDG Counties' Transportation Services Department with ongoing technical assistance.
- Attended County Council meetings (April 22 and May 20).
- Attended weekly Director's meetings with CAO and fellow County Directors.
- Attended and facilitated Management Team and Administrative meetings.
- Prepared and attended the Library Board Meeting Agenda for Library Board regular meeting – Wednesday, April 24, 2025, 5:00pm at the Avonmore Library branch.
- Provided input for proposed changes to the Personnel Policy Manual.
- Participated in SDG Reads planning committee meetings.
- Worked with District 3 Supervisor in creating an exclusion matrix to supplement the Code of Conduct Policy.
- Led team meetings to coordinate the redesign of MakerLab web pages.
- Worked with the Communications and Marketing Coordinator to redesign the Navigator.
- Attended a CEO Networking Meeting (May 6), hosted by OLS.
- Attended the Little Branches Rural Roots Library Conference, held in Perth, ON (May 8-9). The conference provided sessions on: Outreach and Community Partnerships; Change Management; Library Renovation Projects; Navigating Cybersecurity; Fundraising Opportunities; and Budgeting. The conference also provided an excellent opportunity to network with local Library CEOs.
- Attended a webinar, *Craft your Ask with the Federation of Ontario Public Libraries* (May 15), which focused on learning how to create an advocacy plan, how to build meaningful relationships with key community stakeholders, and how to craft compelling, data-driven messages that highlight the value of the Library.
- Provided the Communications and Marketing Coordinator with content for the staff newsletter.
- Met with Rick Marvel to discuss the Williamstown Library's lease agreement (May 21 and 27).
- Attended the SDG Counties' Warden's Golf Tournament (May 23).
- Organized and hosted a half day General Staff Meeting (May 26).
- Reviewed and evaluated candidates for Maxville branch's Library Services Assistant position.

STAFF REPORT**S.R. No. 11-2025**

PREPARED BY: Emily Andrews – Community Librarian

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: June 19, 2025

SUBJECT: Community Outreach and Mobile Services – Update

BACKGROUND:

1. SDG Library is scheduled to be “popping up” at community events across the SDG Counties. The list of upcoming events include:
 - a. Mayoral Challenge, Winchester – June 14. Interact with the community, along with several other local organisations and services.
 - b. Maxville Yard Sale, North Glengarry – June 14: Take part in the community wide yard sale, offering deselected materials for purchase.
 - c. Maxville Fair, North Glengarry – June 21: Situated in the education tent, demonstrating some of the library’s tech tools and crafts, such as the button maker and the Sphero Indis.
 - d. TD Summer Reading Club Launch Party, Chesterville – July 5: Launching the Summer Reading Club with guest speakers, The Keepers.
 - e. It’s All About The River Festival, Morrisburg – July 12: Interact with the community, encourage membership and promote library services.
 - f. Meet Me On Main Hallville, North Dundas – July 16: Interact with the community, encourage membership and promote library services.
 - g. Lancaster Yard Sale, South Glengarry – July 19: Take part in the community wide yard sale, offering deselected items for purchase.
 - h. Meet Me On Main South Mountain, North Dundas – July 23: Branch will be open for extended hours to engage with additional foot traffic as a result of the event.
 - i. Williamstown Fair, South Glengarry – August 9: Situated in the education tent, providing entertainment for younger fairgoers.
 - j. Winchester Dairyfest, North Dundas – August 9: Interact with the community, encourage membership and promote library services.

IMPACT ON 2025 BUDGET:

2. N/A



ALIGNMENT WITH STRATEGIC PLAN:

Goal 3: Conduct Community Outreach

STAFF REPORT**S.R. No. 12-2025**

PREPARED BY: Rebecca Luck – Director of Library Services

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: June 19, 2025

SUBJECT: Performance Evaluation of Director of Library Services

BACKGROUND:

1. In accordance with Policy number 2016-01 *Performance Review Policy for the Evaluation of the Director of Library Services*, a performance review of the Director of Library Services shall be completed each year by the end of June by a performance review committee.
2. This committee shall be comprised of at least two Library Board members, ideally one of whom has previously served in this role. Performance review reports are to be treated as confidential and made available only to the Director of Library Services, the Board, and the SDG Counties' Chief Administrative Officer.
3. Policy number 2016-01 sets forth the procedure and expectations of the committee members. As an excerpt from the Policy:

Step 1: Each member of the Board may provide input to the committee, and the committee may seek input from other colleagues.

Step 2: Each member of the committee shall fill out a copy of the Performance Review Evaluation Form (same form as used by the Counties).

Step 3: The committee shall then meet to discuss and compile the responses on each of the forms onto one Director of Library Services Performance Review Evaluation Form.

Step 4: The committee shall prepare a final written report of the Performance Review which will include:

- The Performance Review Evaluation Form;
- Comments and suggestions regarding performance and career objectives of the Director of Library Services for the next year; and
- Conclusions consisting of a brief summary of evaluation findings.

Step 5: A copy of the final written report shall be presented to the Director of Library Services and to the other members of the Board prior to any face-to-face meeting with the Director of Library Services.

Step 6: The committee, or delegated member of that committee, then meets with the Director of Library Services to discuss the compiled Director of Library Services Performance Review Evaluation. The committee – or delegated member – also reviews

the performance objectives and goals and the developmental and career objectives of the Director of Library Services for the next year.

Step 7: Two copies of the Performance Review Evaluation Form shall subsequently be reviewed and signed by the Counties' CAO, to ensure that the Director of Library Services' performance goals and objectives are aligned with the strategic goals of the Counties and to standardize the performance evaluation process, as followed by the Counties.

Step 8: One signed copy of the Performance Review Evaluation Form shall be given to the Director of Library Services. A second signed copy shall be stored in a secure location with access limited to the Director of Library Services, the Board and the Counties' CAO.

ANALYSIS:

4. This report serves to seek out at least two (2) Board members who would like to serve on the performance review committee.

IMPACT ON 2025 BUDGET:

5. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 3: Strengthen our Organization

STAFF REPORT**S.R. No. 13-2025****PREPARED BY:**

Rebecca Luck – Director of Library Services
Maria Steffen – Communications and Marketing Coordinator

PREPARED FOR:

SDG Library Board

LIBRARY BOARD DATE:

June 19, 2025

SUBJECT:

2024 Annual Report

BACKGROUND:

1. The 2024 Annual Report provides a broad statistical summary of 2024 that includes information regarding staffing, collections, circulation, programming, community outreach, and new initiatives.
2. These statistics have been summarized in an Annual Report that will be published on the website, be made available in branch, and presented at County Council.

ANALYSIS:

1. SDG Library at a Glance
 - a. 15 branches, 3 express depots, 1 courier truck, 1 MakerLab space
2. Staffing Statistics
 - a. 48 staff members, 58 volunteers, 5 Friends of the Library Groups
3. Collection Statistics
 - a. 88,094 books
 - b. 13,197 CDs/DVDs
 - c. 22,922 e-books
 - d. 4,690 e-audiobooks
 - e. 17,651 periodicals
4. New Collections
 - a. Phonics kits
 - b. Nature backpacks
 - c. Boardgames
 - d. Super Nintendo consoles
 - e. Creative Bug database for online art and craft tutorials
 - f. Little Pim database for children's language learning
 - g. CloudLibrary database for digital magazines and newspapers
5. Library System Activities
 - a. 108,031 visitors to the library
 - b. 6,380 active borrowers
 - c. 2,100 new library cards used
 - d. 7,882 hours of public computer usage
6. Library Circulation
 - a. 214,681 physical items circulated
 - b. 121,446 digital items circulated
 - c. Mobile hotspots had 707 borrows

- d. Museum passes had 683 borrows
- e. Boardgames had 516 borrows
- f. Activity backpacks and kits had 107 borrows
- 7. Programming
 - a. 1,372 programs were offered, with 14,865 attendees
 - b. SDG Reads welcomed 89 attendees
 - c. TD Summer Reading Club welcomed 1,006 attendees
- 8. Community Outreach
 - a. 270 class visits
 - b. 272 long-term care and retirement homes
 - c. 24 pop-up events attended, with 2,700 interactions with community members
- 9. New strategic partnerships and Charitable Initiatives
 - a. Glengarry Memorial Hospital, Alexandria
 - b. Fine Free
 - c. Pages for Presents

IMPACT ON 2025 BUDGET:

- 10. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Growing our Physical and Digital Infrastructure

Goal 2: Conduct Community Outreach

Goal 3: Strengthen our Organization



2024 ANNUAL REPORT





Margaret MacDonald
SDG Library Board Chair



Rebecca Luck
Director of Library Services

A MESSAGE FROM THE BOARD CHAIR

Looking back on an exciting year, the SDG Library is pleased to share our 2024 Annual Report. This year, we took important steps to better serve our community, including going fine-free to make our library more accessible to everyone. Our dedicated staff continue to provide exceptional service, making sure every visitor feels welcome and supported.

We also reviewed and approved the library lease agreements across all six (6) Municipalities, strengthened our connections through a partnership with Hôpital Glengarry Memorial Hospital (HGMH). We approved two new annual plans that align with our strategic goals, helping us stay focused on what matters most - serving our patrons. Additionally, we created a User Engagement Survey to gather your valuable feedback so we can better understand your needs and preferences. Thank you for your ongoing support and for being part of what makes our library so special. It inspires us to keep growing and making the library a place for all.

A MESSAGE FROM THE DIRECTOR OF LIBRARY SERVICES

As we reflect on another vibrant and productive year at the SDG Library, we are proud to share the milestones and initiatives that have expanded our reach, strengthened our service, and enriched the lives of our communities.

In 2024, we continued to grow and diversify our physical and digital collections with new additions that quickly resonated with patrons. Our digital offerings also expanded with the launch of several new databases, providing fresh opportunities for learning and exploration.

Highlights from the year included a memorable SDG Reads event featuring author Craig Shreve, a lively TD Summer Reading Club, and the launch of BiblioEmail, a fresh and engaging way for sharing updates and library news.

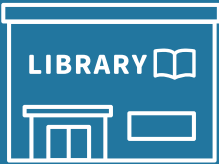
These achievements are the result of the dedication of our staff, the support of our partners, and the trust of the communities we serve. Thank you for being part of the SDG Library story.

SDG LIBRARY BOARD MEMBERS

Margaret MacDonald - Public Trustee / Chair
Tony Fraser - Mayor of North Dundas / Vice-Chair
Dr. James Algire - Public Trustee
Jo-Anne McCaslin - Public Trustee

Lachlan McDonald - Mayor of South Glengarry
François Landry - Mayor of North Stormont
Jason Broad - Mayor of South Dundas

Every aspect of our work is guided by the goal of empowering individuals and strengthening the community. By remaining responsive and forward-thinking, we are ensuring that the SDG Library continues to be a vital, evolving resource that enriches lives and contributes to a more connected, informed, and equitable society.



15 Branches

A rural network of Libraries that encompasses the Counties of Stormont, Dundas, and Glengarry. This includes three (3) express depots, one (1) courier truck and a dedicated tech and creative space called the MakerLab.



3 Express Depots



1 Courier Truck



1 MakerLab Space



48 Staff Members

Across our branch network and administration office.



BOOKS

88,094

76,208 English
11,886 Français/Other

58 Library Volunteers

Of all ages who generously donate their time, talent and expertise.



CDs/DVDs

13,197

12,699 English
498 Français/Other



5 Friends of the Library Groups

Dedicated groups of community members who actively advocate for the SDG Library.



E-BOOKS

22,922

8,695 English
14,227 Français/Other



E-AUDIO BOOK

4,690

3,109 English
1,581 Français/Other



PERIODICALS

17,651

11,542 English
6,109 Français/Other

“I can always find lots of great authors and books to read. I request quite a few, sometimes I will have 15 books out at a time, it makes me very happy! To have the latest best sellers, fave authors, DVDs, magazines any time I want or need them. The staff are fantastic, friendly and helpful. A positive part of my life and I look forward to every time I can go to the Library.”

The year 2024 saw continued growth across: circulation of both physical and digital collections, visitors, borrowers and new members with increases equal to or greater than pre-pandemic numbers.



214,681
Physical Items
Circulated



121,446
Digital Items
Circulated



108,031
Visitors to the
Library



6,380
Active
Borrowers



2,100
New Library
Cards Issued



7,882
Hours of Public
Computer Usage

Growing our physical and digital collections

We enhanced our collections to align with the evolving needs and interests of our patrons. New resources added in 2024 include:



Phonics
Kits



Nature
Backpacks



Boardgames



Super Nintendo
Consoles



Online Art & Craft
Tutorials

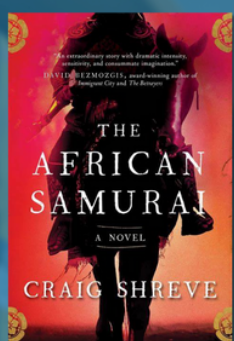


Children's
Language
Learning

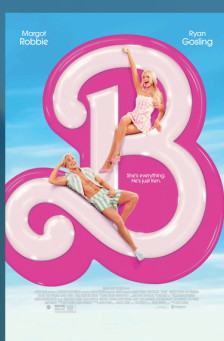


Digital
Magazines
& Newspapers

Most Borrowed Items of 2024



Adult Fiction
97 Borrows



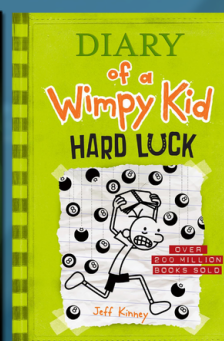
Adult DVDs
83 Borrows



Periodical
183 Borrows



Teen Fiction
57 Borrows



Children's Fiction
60 Borrows



Children's DVD
56 Borrows



Mobile Hotspots
707 Borrows



Museum Passes
683 Borrows



Board Games
516 Borrows



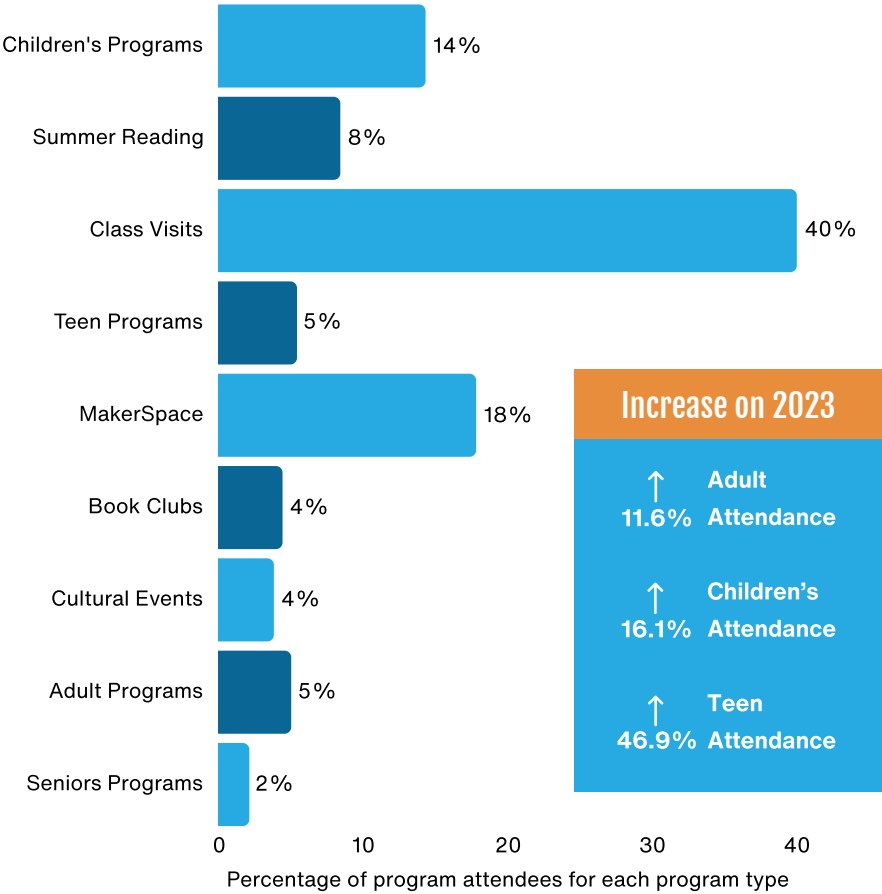
Activity Backpacks/Kits
107 Borrows



1,372 Programs Offered
14,865 People Attended Programs

SDG Library programs continued to draw a diverse and engaged group of attendees, ranging from young children and teens to adults and seniors. These programs offer opportunities for learning, creativity, and community connection through craft groups, author visits, technology workshops, and literacy programs.

Each year, SDG Library delivers two flagship literacy programs that promote reading and lifelong learning: SDG Reads and TD Summer Reading Club.



SDG READS

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 2024 featured author Craig Shreve and his novel, The African Samurai.

Attendees: 89

TD SUMMER READING CLUB

SDG Library hosts TD Summer Reading Club, Canada’s biggest summer reading program designed to inspire children to explore the fun of reading. Facilitated by two summer students, this free, bilingual program is delivered by public libraries across Canada.

Attendees: 1,006

Community Outreach

Extending our reach beyond library walls, SDG Library actively participated in a variety of community outreach events throughout 2024.

These included attending community events, visiting classrooms, long-term care, retirement homes and resident-bound patrons.



270
Class Visits



272
Visits to long-term care and retirement homes



24
Pop up events attended

2700
Interactions with community members

“I value and rely on the library. As an ODSP recipient, the tools and social connections the library provide are a lifeline. The groups and activities there allow for greater community involvement.”

~ SDG Library Patron

In 2024, we established strategic partnerships and launched charitable initiatives focused on reducing social barriers. These efforts represent a long-term commitment and will continue to expand and evolve in the years ahead.



Library Services Extends to Hospital

SDG Library launched a partnership with Glengarry Memorial Hospital (HGMH) in Alexandria, bringing Library services directly to long-term care patients. This initiative aims to support individuals on their recovery journey by providing access to Library resources.



Going Fine Free

SDG Library officially eliminated overdue fines, reinforcing our commitment to providing equitable and accessible service. All existing fines were forgiven, removing a common barrier that often prevents individuals, particularly those with limited income, from using library resources.



Pages for Presents

Literacy is a foundational skill that shapes a child’s future, yet, for many families, access to books remains a barrier. To help bridge this gap, SDG Library launched Pages for Presents. This initiative invites the community to donate new books during the holiday season which are gifted to children in need.



CONNECT WITH US



Alexandria



Avonmore



Chesterville



Crysler



Ingleside



Iroquois



Lancaster



Long Sault



Finch / MakerLab



Maxville



Morrisburg



South Mountain



Williamsburg



Williamstown



Winchester



Glen Walter
Express Depot



Morewood
Express Depot



St Andrews
Express Depot



sdglibrary.ca



@sdglibrary



@sdglibrary



REPORT TO THE SDG LIBRARY BOARD

Ontario Library Service (OLS) Spring 2025 Board Assembly Meeting

(Population 40,000-74,999)

Introduction

The Ontario Library Service (OLS) held its Spring 2025 Board Assembly Meeting virtually on June 5, 2025, with 13 libraries participating in the meeting.

Updates from the Ontario Library Service

OLS Training Opportunities

- New [Library Basics Microlearning Series](#)
 - This new series from OLS staff offers concise videos covering various library topics such as reader's advisory and reference services.
- OLS Virtual Conference
 - Library Staff Program – November 19, 2025
 - Board Members Program – November 20 (evening)
- OLS is working on Artificial Intelligence (AI) and Friends of the Library (FOL) Policies
- Fall Board Assembly Networking Meetings will take place virtually in October-November 2025

Updates from the Ministry of Tourism, Culture and Gaming

- Annual Survey of Public Libraries
 - Deadline was April 30, 2025
 - Statistics to be published July 2025

Roundtable Discussion

The end-of-meeting roundtable discussion covered the following topics:

- [Trillium Sample Policies](#)
 - Naming Rights can be found within FN-02: Sponsorship
- Board Bylaws: establishing bylaw and procedural bylaws
- MOU and MOA (examples [found here](#))
- [Book Chat](#) from Innisfil Public Library
- [Wines and Spines](#) from Halton Hills Public Library
- Bookmobile projects – Welland and Innisfil Public Library
- Bookmobile - [lessons from Bruce County PL](#)
- Fundraising for capital projects

- [Spark Fundraising Gala](#) from Innisfil Public Library
 - [Sponsorship](#) for Meaford Public Library
- Municipal funding challenges and ideas
 - Infographics with relevant stats
 - Library events and tours for councillors
- Strategic Planning – OLS [facilitation requests](#)

STAFF REPORT**S.R. No. 14-2025****PREPARED BY:**

Rebecca Luck – Director of Library Services
Emily Andrews – Community Librarian

PREPARED FOR:

SDG Library Board

LIBRARY BOARD DATE:

June 19, 2025

SUBJECT:

Every Kid a Card

BACKGROUND:

1. The SDG Library's "Every Kid a Card" initiative was a membership drive focused on school-aged children, primarily kindergarten and grade one (1). The initiative highlighted the importance of early literacy, and how the SDG Library can support parents and educators with dedicated resources and services for children. The goal was to sign up as many children with their own card to get them started with their (hopefully) life-long relationship with their Library.
2. A letter to parents/caregivers and educators (in both English and French) outlining the initiative was sent directly to schools, asking school administrators to assist in the delivery of the newsletter. Schools were provided with the option to access membership forms online (via our website) or via paper copies.
3. If a paper copy of the membership form was requested, admin staff delivered copies to the requesting schools. Admin staff then collected completed forms from the participating schools, with Library cards delivered back to schools by admin staff.
4. The membership drive ran during the months of May and June.

ANALYSIS:

5. The list of schools that were contacted include:
 - a. Avonmore Elementary School
 - b. Chesterville PS
 - c. École élémentaire catholique de l'Ange-Gardien (CSDCEO)
 - d. École élémentaire catholique Elda-Rouleau (CSDCEO)
 - e. École élémentaire catholique La Source (CSDCEO)
 - f. École élémentaire catholique Notre-Dame-du-Rosaire (CSDCEO)
 - g. École élémentaire catholique Sainte-Lucie (CSDCEO)
 - h. Iona Academy
 - i. Iroquois PS
 - j. L'école élémentaire publique Terre des Jeunes
 - k. Laggan PS
 - l. Longue Sault PS
 - m. Maxville PS
 - n. Morrisburg PS
 - o. Nationview PS
 - p. Our Lady of Good Counsel Catholic School

- q. Rothwell Osnabruck PS
 - r. St. Andrew's Catholic School
 - s. St. Finnan's Catholic School
 - t. St. Mary Catholic School (Chesterville)
 - u. St. Mary-St. Cecilia Catholic School
 - v. Timothy Christian School
 - w. Williamstown PS
 - x. Winchester PS
6. Of the schools that were contacted, the following interactions were had:
- a. Avonmore Elementary School – confirmation that the information package was electronically distributed to teachers, with a request for 150 paper copies of the membership form to be sent to the school.
 - b. L'école élémentaire publique Terre des Jeunes – confirmation that the information package was electronically distributed to the whole school.
 - c. Laggan PS – confirmation that the information package was electronically distributed.
 - d. Longue Sault PS – confirmation that the information package was electronically distributed.
 - e. Maxville PS – confirmation that the information package was electronically distributed to the whole school, with a request for 78 paper copies of the membership form to be sent to the school.
 - f. Williamstown PS – confirmation that the information package was electronically distributed to the whole school.
 - g. Winchester PS – confirmation that the information package was electronically distributed, with a request for 5 paper copies of the membership form to be sent to the school.
7. Upon further communication with the Superintendent of the USDCEO schools, the SDG Library was informed that they do not share information from outside sources with students and parents.

IMPACT ON 2025 BUDGET:

8. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Conduct Community Outreach

"Every Kid a Card"

Helping Build Children's Literacy Skills



May 2025

Dear Parents/Guardians,

Early literacy skills are vital to the development of little minds, and we know you are as passionate as us when it comes to making sure your children have the necessary tools and resources available to give them the best start.

The SDG Library offers a multitude of resources and programs to help children build and maintain literacy skills, some of which include;

- Free Wi-Fi and computer stations at every branch,
- Extensive selection of picture and early literacy books,
- Digital resources such as World Book Kids and Comics Plus,
- Reading programs and storytimes,
- Phonics and activity kits, and homework helpers,
- Musical equipment, board games, mobile hotspots, and museum passes.

If you live, work or go to school within SDG, all our resources are free with a Library Card!

Our "Every Kid a Card" initiative aims to put a Library card in every kid's hand. We invite you to complete the attached membership form for your child/children. By having their own Library card children are encouraged to become lifelong readers and it helps foster a sense of responsibility.

Please return completed membership form/s by May 21 to your child/children's teacher or complete the form online at <https://www.sdglibrary.ca/join/> or scan the QR code below.

Thank you! We look forward to helping your child/children succeed this summer, the next school year and beyond! Should you have any questions please contact:

Emily Andrews

Community Librarian

SDG Library

Email: eandrews@sdglibrary.ca

Phone: (343) 585-1367



Top 3 reasons kids enjoy reading

18% It's fun and entertaining

16% It helps me learn new things

12% I get to use my imagination



Reading builds confidence

KIDS AGES 6-17 SAY

76% Books I've read have inspired me to really believe in myself

90% I feel proud and accomplished when I finish reading a book



Ways parents ensure their child/children read over the summer

58% Take kids to the Library

49% Take books on trips/vacations

44% Get books from school book clubs

38% Find book series so there are multiple books to read

38% Build reading into the summer routine



« Une carte pour chaque enfant »

Aider les enfants à développer leurs compétences en lecture et en écriture

Mai 2025

Chers parents/tuteurs,

Les compétences en matière d'alphabétisation précoce sont essentielles au développement des petits esprits, et nous savons que vous êtes aussi passionnés que nous lorsqu'il s'agit de s'assurer que vos enfants disposent des outils et des ressources nécessaires pour leur donner le meilleur départ possible.

La bibliothèque de SDG offre une multitude de ressources et de programmes pour aider les enfants à développer et à maintenir leurs compétences en lecture et en écriture ;

- Wi-Fi gratuit et postes informatiques dans chaque agence,
- Vaste sélection de livres d'images et d'alphabétisation précoce,
- Des ressources numériques telles que World Book Kids et Comics Plus,
- Programmes de lecture et heures du conte,
- Kits de phonétique et d'activités, et aides aux devoirs,
- Matériel musical, jeux de société, hotspots mobiles et cartes d'accès aux musées.

Si vous vivez, travaillez ou allez à l'école au sein du SDG, toutes nos ressources sont gratuites avec une carte de bibliothèque !

Notre initiative « Une carte pour chaque enfant » vise à mettre une carte de bibliothèque dans la main de chaque enfant. Nous vous invitons à remplir le formulaire d'adhésion ci-joint pour votre/vos enfant(s). En ayant leur propre carte de bibliothèque, les enfants sont encouragés à devenir des lecteurs à vie et cela les aide à développer leur sens des responsabilités.

Veuillez renvoyer le(s) formulaire(s) d'adhésion dûment rempli(s) avant le 21 mai à l'enseignant de votre/vos enfant(s) ou remplissez le formulaire en ligne sur <https://www.sdglibrary.ca/join/> ou scannez le code QR ci-dessous.

Nous vous remercions ! Nous sommes impatients d'aider votre/vos enfant(s) à réussir cet été, la prochaine année scolaire et au-delà ! Si vous avez des questions, n'hésitez pas à nous contacter :

Emily Andrews

Bibliothécaire communautaire

Bibliothèque SDG

Courriel : eandrews@sdglibrary.ca

Téléphone : (343) 585-1367



Les trois principales raisons pour lesquelles les enfants aiment lire ;

- 18%** C'est amusant et divertissant
- 16%** Cela m'aide à apprendre de nouvelles choses
- 12%** Je peux utiliser mon imagination



La lecture renforce la confiance en soi

Les enfants de 6 à 17 ans disent

- 76%** Les livres que j'ai lus m'ont inspiré à croire vraiment en moi
- 90%** Je me sens fier et accompli lorsque je termine la lecture d'un livre



Comment les parents peuvent-ils s'assurer que leur(s) enfant(s) lise(nt) pendant l'été ?

- 58%** Emmener les enfants à la bibliothèque
- 49%** Emmener des livres en voyage/vacances
- 44%** Obtenir des livres des clubs de lecture de l'école
- 38%** Trouver des séries de livres afin d'avoir plusieurs livres à lire
- 38%** Intégrer la lecture dans la routine estivale



"Every Kid a Card"

Helping Build Children's Literacy Skills



May 2025

Dear Educators,

Early literacy skills are vital to the development of little minds, and we know you are as passionate as us when it comes to making sure your students have the necessary tools and resources available to give them the best start.

We are here to assist and support local schools with additional resources and programs to help students build and maintain literacy skills, some of which include;

- Class visits to provide reading materials and activities,
- Extensive selection of picture and early literacy books,
- Digital resources such as World Book Kids and Comics Plus,
- Reading programs and storytimes,
- Phonics and activity kits, and homework helpers.

All our services and resources are free with a Library card. Our "Every Kid a Card" initiative aims to put a Library card in every kid's hand. By having their own Library card, children are encouraged to become lifelong readers, and it helps foster a sense of responsibility.

We are kindly asking for your support in distributing letters and membership forms to parents in your class (either physically or digitally). The timeline for this initiative is outlined below:

1. If physical copies are required, SDG Library will deliver physical letters for parents to your school the week of May 12.
2. Please distribute letters and membership forms to parents.
3. Completed forms should be returned to educators by May 21 or they can be dropped off at any SDG Library Branch.
4. SDG Library staff will collect completed forms between May 23 and 30.
5. SDG Library will deliver Library cards back to schools the week of June 2.

Students will have their cards just in time for summer, a great tool for reducing the summer slide.

Thank you! We look forward to helping your students succeed this summer, the next school year and beyond!
Should you have any questions please contact:

Emily Andrews

Community Librarian

SDG Library

Email: eandrews@sdglibrary.ca

Phone: (343) 585-1367



Educators are reading role models

82% Parents are kids' #1 source of encouragement to read books for fun.

69% Followed by teachers and school Librarians.

« Une carte pour chaque enfant »

Aider les enfants à développer leurs compétences en lecture et en écriture



Mai 2025

Chers éducateurs,

Les compétences en matière d'alphabétisation précoce sont essentielles au développement des petits esprits, et nous savons que vous êtes aussi passionnés que nous lorsqu'il s'agit de s'assurer que vos élèves disposent des outils et des ressources nécessaires pour leur donner le meilleur départ possible.

Nous sommes là pour aider et soutenir les écoles locales avec des ressources et des programmes supplémentaires pour aider les élèves à développer et à maintenir leurs compétences en lecture et en écriture;

- Visites en classe pour fournir du matériel de lecture et des activités,
- Vaste sélection de livres d'images et d'alphabétisation précoce,
- Des ressources numériques telles que World Book Kids et Comics Plus,
- Programmes de lecture et heures du conte,
- Kits de phonétique et d'activités, et aides aux devoirs.

Tous nos services et ressources sont gratuits avec une carte de bibliothèque. Notre initiative « Une carte pour chaque enfant » vise à mettre une carte de bibliothèque dans la main de chaque enfant. En ayant leur propre carte de bibliothèque, les enfants sont encouragés à devenir des lecteurs à vie, et cela les aide à développer leur sens des responsabilités.

Nous vous demandons de bien vouloir nous aider à distribuer des lettres et des formulaires d'adhésion aux parents de votre classe (physiquement ou numériquement). Le calendrier de l'initiative est présenté ci-dessous :

1. Si des copies physiques sont nécessaires, la bibliothèque SDG livrera les lettres physiques pour les parents à votre école la semaine du 12 mai.
2. Veuillez distribuer les lettres et les formulaires d'adhésion aux parents.
3. Les formulaires remplis doivent être renvoyés aux éducateurs avant le 21 mai ou peuvent être déposés dans n'importe quelle succursale de la bibliothèque du SDG.
4. Le personnel de la bibliothèque SDG collectera les formulaires remplis entre le 23 et le 30 mai.
5. La bibliothèque SDG remettra les cartes de bibliothèque aux écoles la semaine du 2 juin.

Les élèves auront leur carte juste à temps pour l'été, ce qui est un excellent moyen de réduire le glissement estival.

Nous vous remercions ! Nous sommes impatients d'aider vos élèves à réussir cet été, la prochaine année scolaire et au-delà ! Pour toute question, veuillez contacter:

Emily Andrews

Bibliothécaire communautaire

Bibliothèque SDG

Courriel : eandrews@sdglibrary.ca

Téléphone : (343) 585-1367



Les éducateurs sont des modèles de lecture

82% Les parents sont la première source d'encouragement des enfants à lire des livres pour le plaisir.

69% Suivis par les enseignants et les bibliothécaires scolaires.

STAFF REPORT**S.R. No. 15-2025**

PREPARED BY: Rebecca Luck – Director of Library Services

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: June 19, 2025

SUBJECT: Partnership between UCDSB, PIC & SDG Library

BACKGROUND:

1. On May 21, 2025, SDG Library prepared a presentation to the Parent Involvement Committee (PIC). The PIC is an Upper Canada District School Board (UCDSB) group made up of UCDSB parents that serve to support, encourage, and enhance parent engagement at the Board level. The group's mandate is to improve student achievement and well-being. The presentation to the PIC focused on who the SDG Library is and how a proposed partnership could work between the parties.
2. The UCDSB is prepared to provide funding in the amount of \$13,000 for the purchase of material. The material topic is to focus on parent engagement, with a focus on student achievement and wellness, as well as addiction and addictive behaviours.
3. An MOU has been drafted detailing the terms and conditions of the proposed agreement.
4. All new material must be received by August 31, 2025 to satisfy the UCDSB's fiscal year-end.
5. If successfully executed, promotional information will be shared with students at the UCDSB of the partnership, with a photo opportunity showcasing the new collection.

IMPACT ON 2025 BUDGET:

6. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Growing our Physical and Digital Infrastructure

Goal 2: Conduct Community Outreach