



MEETING AGENDA
Stormont, Dundas and Glengarry County Library Board

Thursday, September 11, 2025, 5:00 p.m.

Morrisburg Branch

34 Ottawa Street, Morrisburg 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 - June 19, 2025	3
5. Delegations	
a. Federation of Ontario Public Libraries - Dina Stevens	
6. Consent Items	
a. Statistical Summary (Circulation) - June & July 2025	6
b. Statistical Summary (Quarterly) - April-June 2025	8
c. Financial Report - June, July & August 2025	20
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e. Community Librarian Report - April-June 2025	30
f. Communications & Marketing Report - April-June 2025	31
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h. Director of Library Services Report - June, July & August 2025	35
i. Correspondence	
7. Action Items	
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f.	Performance Review of the Director of Library Services - Verbal Update	
9.	In Camera	
10.	Adjournment	

Stormont, Dundas and Glengarry County Library Board

Minutes

June 19, 2025, 5:00 p.m.

Winchester Branch

547 St. Lawrence Street, Winchester ON

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

Staff Present: Rebecca Luck, Director of Library Services; Maria Steffen, Communications and Marketing Coordinator; Kate Jones Miner, District 1 Supervisor; Jessica Last, Library Services Assistant (Winchester Branch)

1. **Call to Order** – Meeting was called to order at 5:19pm

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 - April 24, 2025**

Moved by Tony Fraser

Seconded by Jason Broad

That the Stormont, Dundas & Glengarry County Library Board approves the Minutes of the April 24, 2025 regular meeting, as written.

CARRIED

5. Delegations

Jessica Last, Library Services Assistant at the Winchester branch, provided the Board with a quick overview of the branch.

5.1 Federation of Ontario Public Libraries - Dina Stevens

The delegation by Ms. Stevens has been rescheduled for the September 11, 2025 Library Board meeting.

6. Consent Items

Moved by Frank Landry

Seconded by Lachlan McDonald

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) - April & May 2025

6.2 Financial Report - April & May 2025

6.3 Director of Library Services Report - April & May 2025

6.4 Correspondence

7. Action Items

8. Discussion Items

8.1 Community Outreach and Mobile Services - Update

8.2 Performance Review of the Director of Library Services

The performance review committee will be comprised of Margaret MacDonald, Jason Broad, and Jim Algire.

8.3 2024 Annual Report

8.4 OLS Board Assembly Meeting - Spring 2025

8.5 Every Kid a Card Campaign

Section 7 of staff report no. 14-2025 should be amended to read "Upon further communication with the Superintendent of the CDSBEO schools, the SDG Library was informed that they do not share information from outside sources with students and parents.

8.6 Partnership between UCDSB, PIC & SDG Library

9. **In Camera**

10. **Adjournment**

Moved by Jason Broad

Seconded by Tony Fraser

That the Regular Meeting of the Stormont, Dundas and Glengarry County Library Board be adjourned, to meet again on September 11 at 5:00pm at the Lancaster Branch, or at the Call of the Chair.

CARRIED

Board Chair/Vice Chair

Secretary

SDG Library

June 2025 Statistical Summary

Branch & Open Hours Per Week	Circulation				Borrowers	Visitors	New Patrons
	Print & A/V	Digital Books	June 2025 Total	June 2024 Total			
CloudLink*	0	12089	12089	7616			
Administration	291	35	326	302	20	N/A	0
Alexandria (44)	3221	251	3472	2946	445	1304	26
Avonmore (20)	499	84	583	448	107	219	31
Chesterville (17)	631	98	729	930	134	367	5
Crysler (20)	898	75	973	951	114	483	4
Finch (16)	392	34	426	443	70	146	2
Glen Walter Express	72	13	85	67	20	N/A	0
Ingleside (44)	949	111	1060	1630	223	763	17
Iroquois (20)	784	89	873	929	154	450	16
Lancaster (44)	1203	149	1352	1556	236	594	9
Long Sault (30)	1269	160	1429	1412	265	601	8
Maxville (16)	305	67	372	557	87	172	3
Morewood Express	47	0	47	20	6	N/A	0
Morrisburg (44)	1524	137	1661	1556	320	1215	19
South Mountain (16)	930	78	1008	942	140	272	4
St. Andrews Express	67	5	72	50	14	N/A	0
Williamsburg (16)	520	71	591	646	86	233	1
Williamstown (17)	737	102	839	821	128	263	1
Winchester (44)	1913	208	2121	2053	323	1156	26
SYSTEM TOTAL	16252	13856	30108	25875	2892	8238	172

"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	4567
cloudLibrary-Collection Usage	9289
Total	13856

SDG Library

July 2025 Statistical Summary

Branch & Open Hours Per Week	Circulation				Borrowers	Visitors	New Patrons
	Print & A/V	Digital Books	July 2025 Total	July 2024 Total			
CloudLink*	0	14653	14653	7875			
Administration*	305	33	338	320	24	NA	0
Alexandria (44)	3791	267	4058	3532	493	1830	39
Avonmore (20)	669	113	782	881	111	303	8
Chesterville (17)	861	122	983	997	154	521	10
Crysler (20)	1300	64	1364	1098	128	500	12
Finch (16)	493	36	529	534	79	252	11
Glen Walter Express	70	12	82	72	20	NA	0
Ingleside (44)	1261	146	1407	1923	284	971	17
Iroquois (20)	838	101	939	1240	155	663	9
Lancaster (44)	1412	167	1579	1868	257	884	15
Long Sault (30)	1896	174	2070	1685	316	818	28
Maxville (16)	356	93	449	537	98	186	6
Morewood Express	38	0	38	27	7	NA	0
Morrisburg (44)	1812	141	1953	2007	370	1381	31
South Mountain (16)	919	80	999	1076	157	361	20
St. Andrews Express	64	1	65	71	16	NA	0
Williamsburg (16)	696	52	748	822	99	256	5
Williamstown (17)	1146	109	1255	928	146	380	11
Winchester (44)	2668	216	2884	2713	356	1433	42
SYSTEM TOTAL	20595	16580	37175	30206	3270	10739	264

"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

Digital Books	
cloudLibrary-Patron Usage	6873
cloudLibrary-Collection Usage	9707
Total	16580

SDG Library

Second Quarter 2025 Detailed Circulation Statistics

Branch & Open Hours per Week	English			French			Audio Visual	Inter- library Loan	Other	Magazines	Digital Books	Q2 2025 Total	Q2 2024 Total	Borrowers	New Members	
	Adult	Juvenile	Teen	Adult	Juvenile	Teen										
CloudLink												37676	37676	N/A		
Administration	339	133	171	28	20	2	78	5	62	0	67	905	23,622	72	2	
Alexandria (44)	3265	2434	521	232	1394	29	1706	36	184	190	613	10604	9349	1389	89	
Avonmore (20)	437	1149	81	0	231	0	99	11	57	2	187	2254	1881	318	58	
Chesterville (17)	820	771	90	4	35	0	333	4	58	44	257	2416	3245	399	20	
Crysler (20)	787	806	234	99	1521	70	127	8	59	0	166	3877	3332	374	11	
Finch (16)	248	710	79	0	124	2	102	11	31	0	116	1423	1381	227	7	
Glen Walter Express	128	16	11	4	0	0	3	0	1	20	21	204	183	55	2	
Ingleside (44)	1563	841	142	10	85	0	345	28	104	98	291	3507	5381	709	28	
Iroquois (20)	932	824	171	0	57	0	310	8	52	4	208	2566	3083	483	29	
Lancaster (44)	1900	964	95	25	143	3	329	11	164	79	374	4087	4705	687	23	
Long Sault (30)	1484	1849	177	9	107	0	480	38	73	28	434	4679	4599	791	32	
Maxville (16)	346	218	76	1	94	0	216	8	119	4	157	1239	1822	258	15	
Morewood Express	25	20	3	0	73	0	0	1	3	0	0	125	N/A	16	0	
Morrisburg (44)	1627	1758	302	16	101	0	702	24	187	86	334	5137	4791	928	57	
South Mountain (16)	790	1051	54	3	113	0	353	18	83	24	213	2702	2811	412	17	
St. Andrews Express	112	42	6	3	1	0	12	1	1	0	19	197	200	48	0	
Williamsburg (16)	545	729	42	0	19	0	343	8	19	91	169	1965	1753	247	6	
Williamstown (17)	702	843	65	2	120	0	287	1	132	11	238	2401	2254	362	6	
Winchester (44)	1455	2970	218	16	212	0	704	32	149	113	518	6387	6414	923	74	
SYSTEM TOTAL	17505	18128	2538	452	4450	106	6529	253	1538	794	42058	94351	80806	8698	476	
	38171			5008												

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

Digital Books	
Q2 2025	Q 2024
42058	27851

Interlibrary Loans*	
Q2 2025	Q2 2024
287	558

*shipped items

SDG Library

Second Quarter 2025 Detailed Activity Statistics

Branch & Open Hours per Week	Visitors	Ref. Question	Readers' Advisory	Tech Training	Fax/Email Scan	Outreach	Program Attendance			PAC Stations		
							Adult	Juvenile	Teen	PCs	Sessions	Hours
Alexandria (44)	4037	8	15	124	27	7	76	39	260	8	789	745
Avonmore (20)	939	0	0	1	1	0	33	150	0	2	69	81
Chesterville (17)	1152	1	20	15	1	0	42	89	0	3	60	29
Crysler (20)	1963	30	50	21	0	0	24	885	0	2	67	31
Finch (16)	572	37	17	22	7	1	55	13	0	3	47	38
Glen Walter Express												
Ingleside (44)	2199	6	59	27	10	19	188	412	0	4	182	174
Iroquois (20)	1663	8	53	25	3	1	62	121	0	2	75	70
Lancaster (44)	1777	37	42	71	37	0	56	3	0	2	102	55
Long Sault (30)	2050	3	62	12	8	5	271	256	0	3	198	110
Maxville (16)	562	6	11	7	3	5	39	74	0	2	29	22
Morewood Express												
Morrisburg (44)	3649	8	26	48	51	3	149	386	176	5	578	375
South Mountain (16)	858	6	18	10	0	0	43	94	0	2	72	16
St. Andrews Express												
Williamsburg (16)	709	16	40	8	1	6	9	33	0	2	56	17
Williamstown (17)	828	21	17	6	1	1	38	191	0	1	21	7
Winchester (44)	3462	16	44	43	21	5	13	376	2	4	569	430
SYSTEM TOTAL	26420	203	474	440	171	53	1098	3122	438	45	2914	2200
							4658					

Database Usage		
Database	Q2 2025	Q2 2024
Ancestry Library	42	55
NewsStand	666	897
LinkedIN Learning	64	55
Comics Plus	212	0
Novelist Plus & K-8 Plus	451	376
PressReader	15405	16335
Biblio+	953	0
Kanopy	1151	1399
Mango	143	112
World Book Suite	15	120
Cantook	66	50
Creative Bug	62	109

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

INFORMATION REPORT

PREPARED BY: Cheryl Servais – Information and Services Coordinator

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: September 11, 2025

SUBJECT: 2025 Second Quarter Metrics

Reviewing library statistics on a quarterly basis is essential for understanding how well the library is serving its community. These data points—such as circulation, visitor numbers, borrowers, membership growth, computer usage, and program attendance—offer valuable insights into usage trends, changing needs, and the effectiveness of library services and outreach efforts.

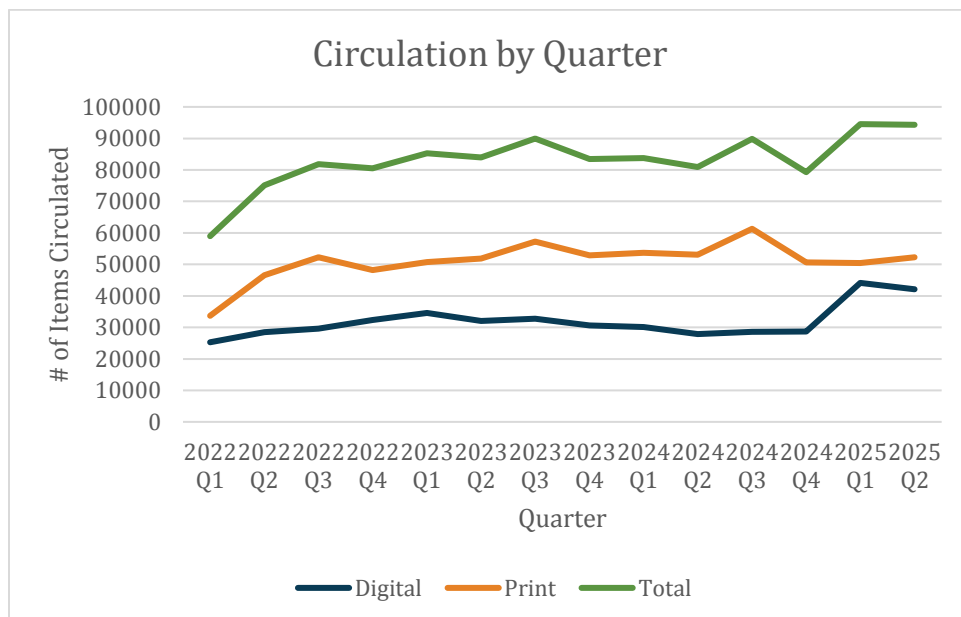
Quarterly reviews allow staff and stakeholders to:

- Track progress toward strategic goals.
- Identify seasonal trends or shifts in user behavior.
- Adapt programs and services in a timely and responsive way.
- Make informed decisions about resource allocation, staffing, and planning.
- Demonstrate value and impact to funders, partners, and the public.

By regularly analyzing this data, the library ensures it remains a relevant, responsive, and vital resource for the community it serves.

The following are some key observations from the second quarter of 2025, spanning April, May and June 2025:

Circulation



Quarter	Digital	Print	Total Overall Circulation	Digital Change (%)	Print Change (%)	Total Change (%) in Overall Circulation
Q2 2025	42,058	52,293	94,351	-4.68%	+3.73%	-0.20%
Q1 2025	44,125	50,411	94,536			

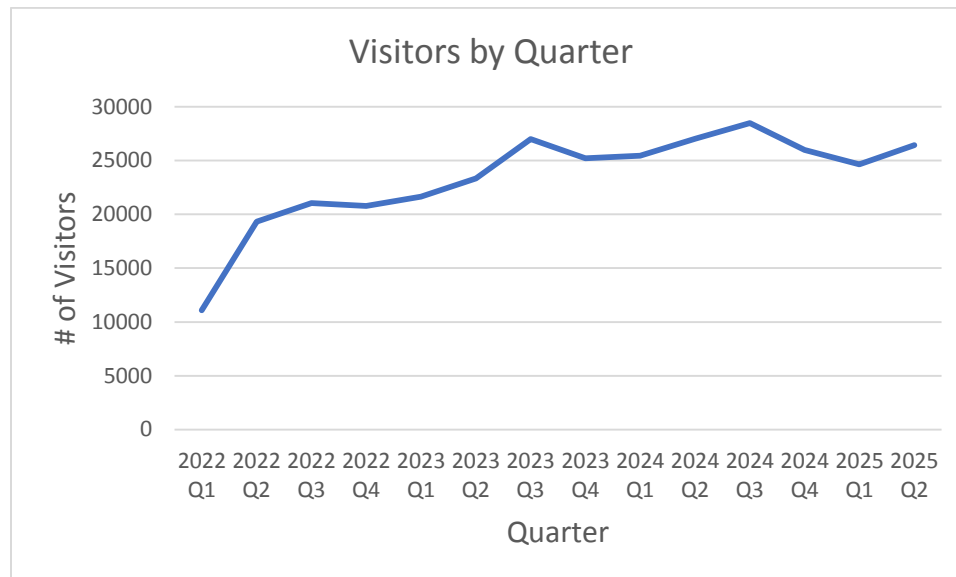
In comparing circulation activity between the first and second quarters of 2025, overall use remained relatively stable. Digital circulation decreased from 44,125 in Q1 to 42,058 in Q2, representing a decline of 2,067 items, or 4.68 percent. In contrast, print circulation increased from 50,411 in Q1 to 52,293 in Q2, an increase of 1,882 items, or 3.73 percent. The combined effect of these changes resulted in a marginal decline in total circulation, moving from 94,536 in Q1 to 94,351 in Q2, a decrease of 185 items, or 0.20 percent.

Circulation Comparison of Physical Collections			
Physical Collections	Q2 2025	Q1 2025	% Change
English Adult	17,505	18,544	-5.60%
English Juvenile	18,128	16,264	+11.46%
English Teen	2,538	2,153	+17.88%
French Adult	452	468	-3.42%
French Juvenile	4,450	4,185	+6.33%
French Teen	106	124	-14.52%
Audio Visual	6,529	6,969	-6.31%
Interlibrary Loan	253	261	-3.07%
Other	1,538	673	+128.53%
Print Magazines	794	770	+3.12%
Digital Books	42,058	44,125	-4.68%

Circulation in Q2 2025 showed balanced results overall, with strong growth in English Juvenile (+11.46%), English Teen (+17.88%), and French Juvenile (+6.33%) materials offsetting declines in adult, audiovisual, and digital categories. Total activity remained stable, reflecting shifting demand toward youth collections.

There was a significant increase in the “Other” physical collection (+128.53%). This category includes non-traditional library collections including mobile hotspots, museum passes, board games, kits and equipment that the library lends out.

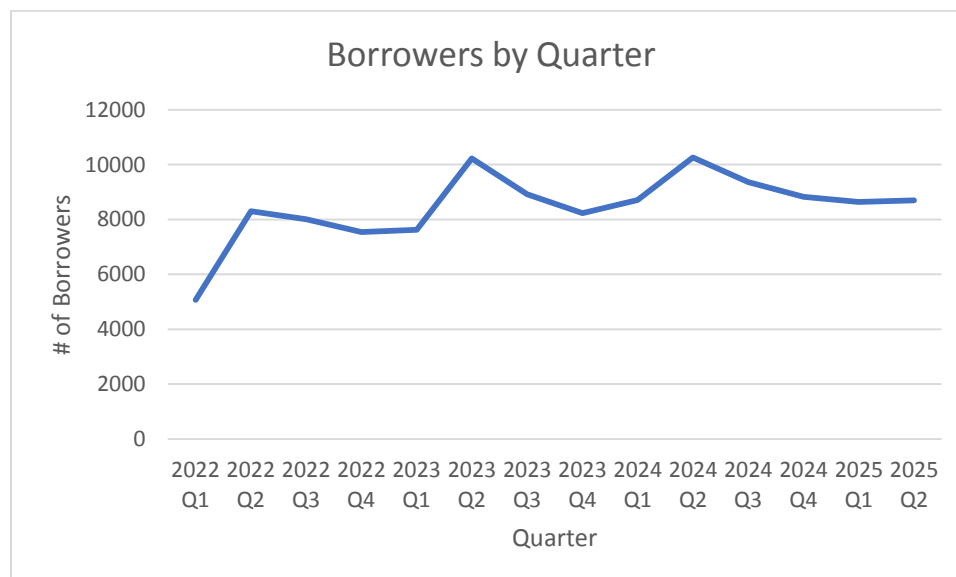
Library Visitors



Period	Visitors	Change	% Change
Q2 2025	26,420	+1,786	+7.25%
Q1 2025	24,634		

In the second quarter of 2025, the library recorded 26,420 visitors, an increase of 1,786 compared to the first quarter total of 24,634. This represents a 7.25 percent growth in visitor traffic quarter over quarter, indicating stronger in-person engagement.

Library Borrowers



Period	Active Borrowers	Change	% Change
Q2 2025	8,698	+59	+0.68%
Q1 2025	8,639		

In the second quarter of 2025, there were 8,698 active borrowers, an increase of 59 over the first quarter total of 8,639. This reflects a modest 0.68 percent growth in active library membership.

New Members

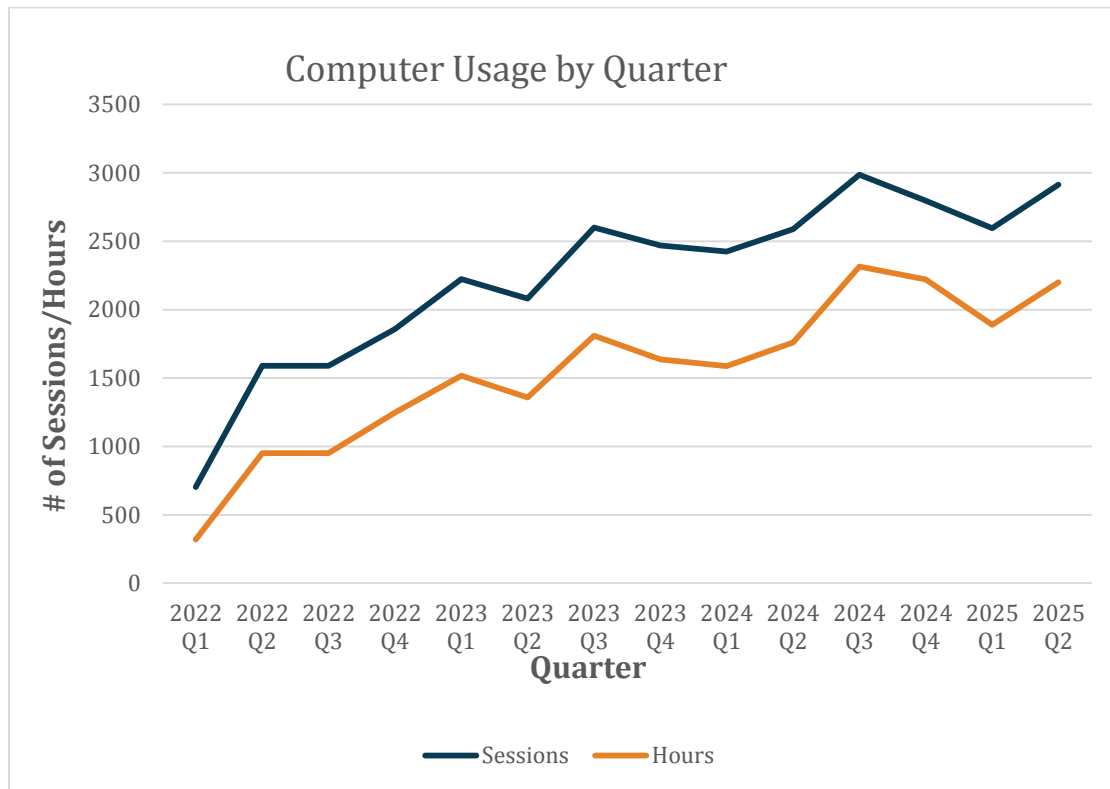


Period	New Members	Change	% Change
Q2 2025	476	-47	-8.99%
Q1 2025	523		

In the second quarter of 2025, the library welcomed 476 new members, maintaining strong community interest in library services. While slightly lower than the first quarter total of 523, this represents a continued steady influx of new participants.

With a planned membership drive in the month of October, the Library anticipates boosting new member numbers, further strengthening the connection between visitors and active borrowers and supporting ongoing growth in overall engagement.

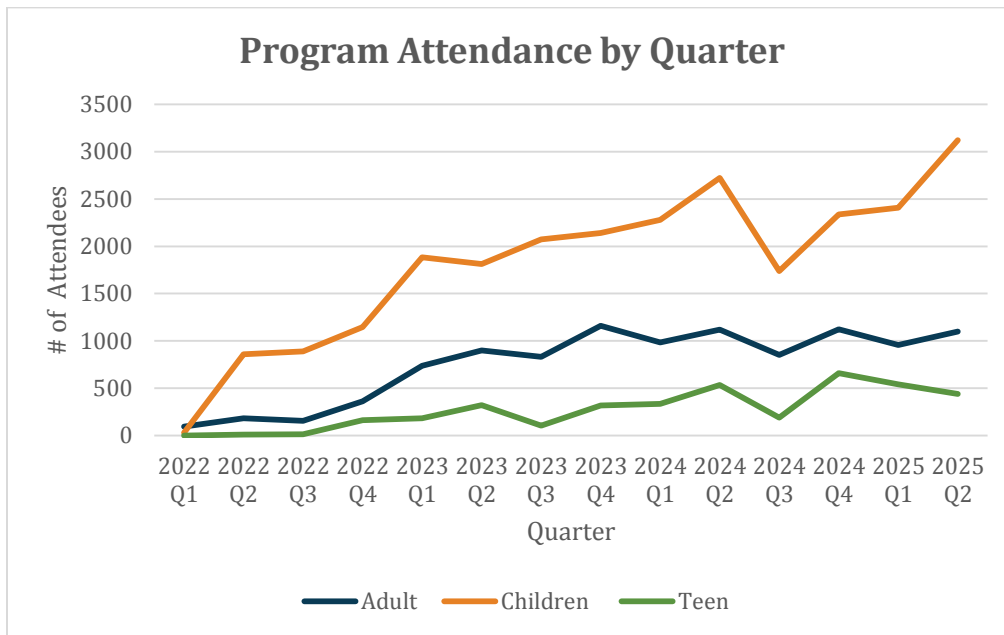
Computer Usage



Period	Sessions	Hours Used	Session Change	Hours Change
Q2 2025	2,914	2,200	+12.25%	+16.46%
Q1 2025	2,596	1,889		

In the second quarter of 2025, the library recorded 2,914 sessions of computer use, an increase of 12.25 percent over the first quarter total of 2,596. Total hours of computer usage also rose significantly to 2,200 hours, up 16.46 percent from 1,889 hours in Q1, indicating both higher participation and longer usage per session.

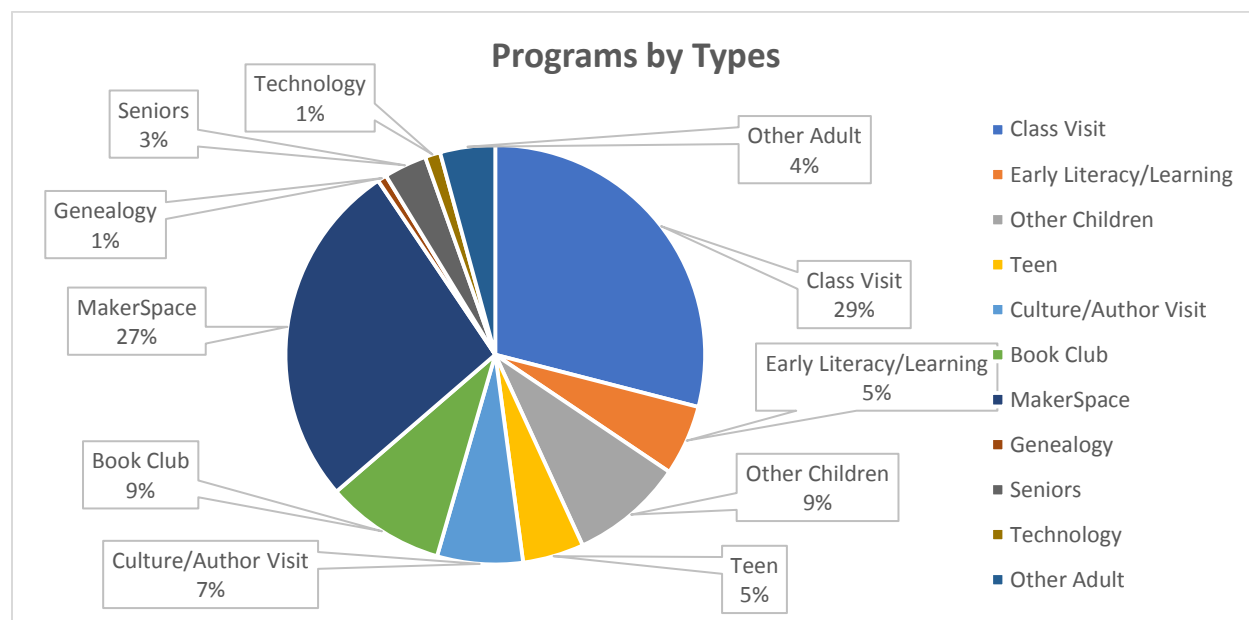
Library Programming



Audience	Q2 2025	Q1 2025	Change	% Change
Adult	1,098	956	+142	+14.85%
Children	3,122	2,409	+713	+29.60%
Teen	438	540	-102	-18.89%
Total	4,658	3,905	+753	+19.28%

In the second quarter of 2025, total program attendance reached 4,658 participants, an increase of 753 attendees or 19.28 percent compared to 3,905 in Q1. Children’s attendance grew substantially by 29.60 percent, rising from 2,409 to 3,122, while adult participation also increased by 14.85 percent, from 956 to 1,098. Although teen attendance showed a slight decrease, the overall increase reflects growing community engagement and strong interest in library programs across multiple age groups.

Programs by Type



Program Type	# of Programs	Attendance	Average Attendance per Program
Class Visit	123	2,536	20.6
Early Literacy	23	207	9.0
Other Children	37	367	9.9
Teen	20	187	9.4
Culture/Author Visit	28	137	4.9
Book Club	39	219	5.6
MakerSpace	114	719	6.3
Genealogy	3	15	5.0
Seniors	14	124	8.9
Technology	5	5	1.0
Other Adult	18	142	7.9

In the second quarter of 2025, the library offered 444 programs that successfully engaged the community across all age groups. Class visits were particularly popular, drawing 2,536 participants, while children's Early Literacy and Other Children's programs continued to attract strong participation. Adult-focused programs, including Book Clubs, MakerSpace activities, and cultural or author visits, also saw robust engagement, highlighting the library's role as a vibrant hub for learning and community connection. Overall, the variety and reach of programs reflect a growing enthusiasm for library offerings and strong participation from all audiences.

Database Review – CloudLibrary Digital Books

CloudLibrary is a digital platform that allows users to borrow eBooks, audiobooks through a mobile app or website. It provides access to a wide range of titles for adults, teens, and children, and allows users to read or listen on various devices. The CloudLibrary app also provides access to NewsStand, Comics Plus and Biblio+.

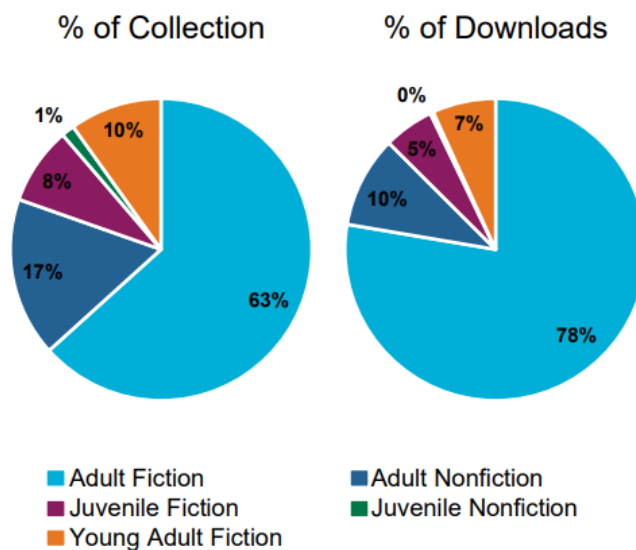
CloudLink is a program within the CloudLibrary platform that allows libraries to share digital collections with each other, expanding access for patrons without requiring the purchase of new materials. It enables libraries to connect CloudLibrary accounts, effectively creating a larger, shared collection that users can access through the app.

Below is a summary of digital copies currently owned by the SDG Library as well as copies available through CloudLink. Pay per use (PPU) refers to a pricing model where the library is charged a small fee each time a patron downloads an ebook or audiobook. This model allows libraries to offer a wider range of titles without the high cost associated with traditional digital lending models. The SDG Library currently has a monthly budget set for audiobook pay per use.

	SDG Copies	CloudLink Copies	PPU Copies	Total Copies
eBook	8,769	184,160	0	192,929
audioBook	3,226	77,753	146,326	227,305
Total	11,995	261,913	146,326	420,234

Summary of SDG Library Digital Collection.

The graphs below summarize the composition of the digital collection by category and how much each category contributes to total digital downloads.

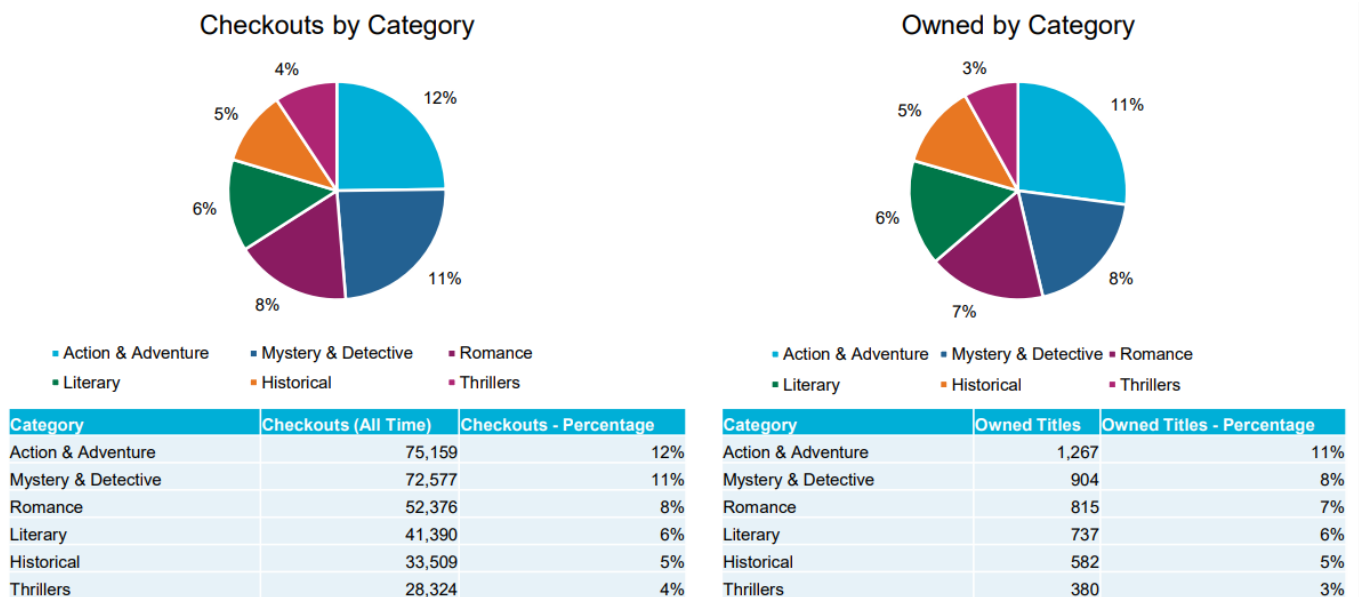


*Young Adult Nonfiction – Less than 1%

While Adult Fiction makes up 63% of the collection, it accounts for an even larger share of downloads (78%), indicating strong popularity. Other categories, like Juvenile Fiction and Young Adult Fiction, are proportionally smaller in the collection but still see significant use relative to their size.

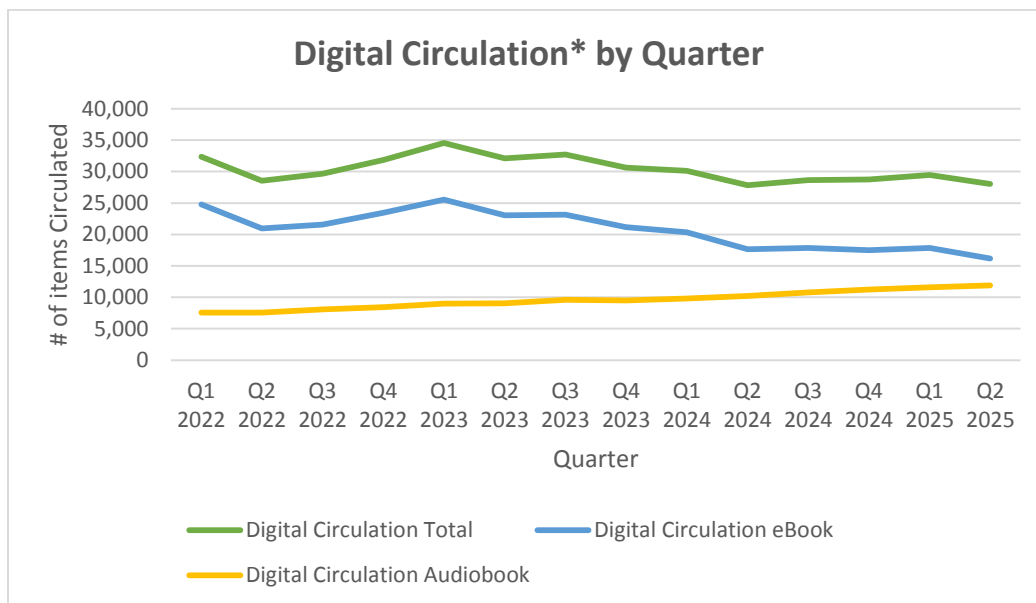
Summary of Adult Fiction Categories

Adult fiction usage can be further broken down into categories (genres). Traditional genres (action & adventure, mystery & detective) continue to be the most circulated even in the digital collections. The graph below summarizes the circulation (checkouts) of the various genres compared to the percentage of titles we own in that specific genre.



To meet the needs of SDG Library patrons, additional Mystery and Detective titles have been purchased over the past two months.

Utilization of Digital Collection



*Circulation totals do not include items circulated to SDG Library patrons through cloudLink.

	ebooks Circulation			Audiobooks		
	Circulation	Holds	Suggestions	Circulation	Holds	Suggestions
Q1 2025	17,832	2,935	283	11,609	3,465	311
Q2 2025	16,154	2,598	259	11,886	3,456	265

Total digital circulation reached a peak of 34,556 in Q1 2023 and currently stands at 28,040 in Q2 2025, reflecting a 19% decrease from the peak. eBook usage mirrors this trend, peaking at 25,544 in Q1 2023 and declining to 16,154 by Q2 2025 (37% decrease). In contrast, audiobook usage has steadily increased from 7,561 in Q1 2022 to 11,886 in Q2 2025, representing a 57% growth.

Seasonal patterns are evident, with Q1 consistently showing the highest circulation each year, followed by typical dips in Q2. Q3 and Q4 vary but generally remain below Q1 levels, suggesting that early-year initiatives could leverage this seasonal boost.

The composition of digital circulation has shifted significantly. In early 2022, eBooks accounted for 77% of circulation and audiobooks 23%. By Q2 2025, eBooks represent 58% while audiobooks have risen to 42%, indicating a clear shift in user preference toward audiobooks.

The consistent growth of audiobooks presents an opportunity to expand and enhance audiobook collections, marketing, and accessibility. If current trends continue, audiobooks could surpass eBooks as the dominant digital format within 2 to 3 years.

The decline in eBook usage may reflect market saturation, changing preferences, or competition from other platforms. Careful monitoring of seasonal trends, particularly Q1 boosts, can inform strategic planning and promotional campaigns to sustain engagement across both formats.

LIBRARY MONTHLY STATEMENT

Date : Sep 04, 2025

Time : 10:02 am

For Period Ending 30-Jun-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	-9,804	-9,500	304	-18,418	-10,000	8,418
DONATIONS & SALES	-2,865	-6,500	-3,635	-11,476	-5,750	5,726
TRANSFER FROM RESERVES	0	-153,542	-153,542	-218,914	-308,332	-89,418
Total REVENUE	-12,669	-306,803	-294,134	-389,384	-465,143	-75,759
EXPENSES						
FULL TIME WAGES & BENEFITS	501,049	1,068,303	567,254	955,005	977,450	22,445
BRANCH WAGES & BENEFITS	438,991	991,494	552,503	929,348	915,069	-14,279
STUDENT WAGES & BENEFITS	9,971	23,618	13,647	22,289	23,408	1,119
BOARD MEETINGS & DEVELOPMENT	7,163	15,452	8,289	9,078	13,232	4,154
STAFF MILEAGE	3,529	6,000	2,471	8,374	10,372	1,998
STAFF TRAINING & DEVELOPMENT	11,951	22,685	10,734	14,211	24,918	10,707
PRINT MATERIAL	64,731	185,500	120,769	179,763	185,500	5,737
DIGITAL BOOKS	29,639	87,000	57,361	93,195	95,000	1,805
DATABASE SUBSCRIPTIONS	62,381	73,028	10,647	59,865	66,526	6,661
MAGAZINES, PERIODICALS & LEASED BOOKS	3,243	3,655	412	3,863	3,950	87
SUPPLIES & EQUIPMENT	6,669	28,650	21,981	28,929	28,470	-459
CREDIT CARD FEES	81	200	119	167	115	-52
PHONES & INTERNET	25,754	56,309	30,555	53,355	57,496	4,141
PROMOTIONS & WEBSITE	64,573	68,800	4,227	65,415	75,030	9,615
PUBLIC PROGRAMS	1,245	10,400	9,155	11,870	12,400	530
COMPUTER PURCHASES	4,925	9,300	4,375	7,204	7,929	725
SOFTWARE SUPPORT	44,930	50,255	5,325	41,209	52,548	11,339
DELIVERY & OUTREACH VEHICLES	386	29,500	29,114	29,395	32,000	2,605
COPIERS & PRINTERS	1,560	6,500	4,940	7,434	10,000	2,566
COPYRIGHT & PERFORMANCES LICENSES	1,608	1,700	92	2,113	2,319	206
BRANCH CLEANING	869	5,000	4,131	3,577	5,000	1,423
BRANCH RENTS, INSURANCE & SECURITY	232,257	250,833	18,576	245,897	244,804	-1,093
FURNITURE PURCHASE	1,808	29,600	27,792	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	172,764	172,764	0	188,093	188,093	0
TRANSFER TO RESERVES	0	0	0	3,410	0	-3,410
Total EXPENSES	1,692,135	3,206,056	1,513,921	3,033,120	3,108,879	75,759
Total GENERAL FUND	1,679,467	2,899,253	1,219,786	2,643,736	2,643,736	0

LIBRARY MONTHLY STATEMENT

Date : Sep 04, 2025

Time : 10:05 am



For Period Ending 31-Jul-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	-500	-1,000	-500	-4,177	-1,000	3,177
STUDENT FUNDING	0	-4,500	-4,500	-4,637	-8,300	-3,663
FEES & FINES	-11,313	-9,500	1,813	-18,418	-10,000	8,418
DONATIONS & SALES	-3,561	-6,500	-2,939	-11,476	-5,750	5,726
TRANSFER FROM RESERVES	0	-153,542	-153,542	-218,914	-308,332	-89,418
Total REVENUE	-15,374	-306,803	-291,429	-389,384	-465,143	-75,759
EXPENSES						
FULL TIME WAGES & BENEFITS	587,725	1,068,303	480,578	955,005	977,450	22,445
BRANCH WAGES & BENEFITS	507,963	991,494	483,531	929,348	915,069	-14,279
STUDENT WAGES & BENEFITS	16,004	23,618	7,614	22,289	23,408	1,119
BOARD MEETINGS & DEVELOPMENT	8,549	15,452	6,903	9,078	13,232	4,154
STAFF MILEAGE	4,253	6,000	1,747	8,374	10,372	1,998
STAFF TRAINING & DEVELOPMENT	11,850	22,685	10,835	14,211	24,918	10,707
PRINT MATERIAL	72,406	185,500	113,094	179,763	185,500	5,737
DIGITAL BOOKS	37,232	87,000	49,768	93,195	95,000	1,805
DATABASE SUBSCRIPTIONS	60,531	73,028	12,497	59,865	66,526	6,661
MAGAZINES, PERIODICALS & LEASED BOOKS	3,253	3,655	402	3,863	3,950	87
SUPPLIES & EQUIPMENT	8,939	28,650	19,711	28,929	28,470	-459
CREDIT CARD FEES	100	200	100	167	115	-52
PHONES & INTERNET	31,062	56,309	25,247	53,355	57,496	4,141
PROMOTIONS & WEBSITE	73,004	68,800	-4,204	65,415	75,030	9,615
PUBLIC PROGRAMS	1,573	10,400	8,827	11,870	12,400	530
COMPUTER PURCHASES	5,033	9,300	4,267	7,204	7,929	725
SOFTWARE SUPPORT	44,930	50,255	5,325	41,209	52,548	11,339
DELIVERY & OUTREACH VEHICLES	431	29,500	29,069	29,395	32,000	2,605
COPIERS & PRINTERS	2,408	6,500	4,092	7,434	10,000	2,566
COPYRIGHT & PERFORMANCES LICENSES	1,608	1,700	92	2,113	2,319	206
BRANCH CLEANING	985	5,000	4,015	3,577	5,000	1,423
BRANCH RENTS, INSURANCE & SECURITY	239,346	250,833	11,487	245,897	244,804	-1,093
FURNITURE PURCHASE	15,773	29,600	13,827	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	172,764	172,764	0	188,093	188,093	0
TRANSFER TO RESERVES	0	0	0	3,410	0	-3,410
Total EXPENSES	1,907,780	3,206,056	1,298,276	3,033,120	3,108,879	75,759
Total GENERAL FUND	1,892,406	2,899,253	1,006,847	2,643,736	2,643,736	0

LIBRARY MONTHLY STATEMENT

Date : Sep 04, 2025

Time : 10:06 am

For Period Ending 31-Aug-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	-500	-1,000	-500	-4,177	-1,000	3,177
STUDENT FUNDING	0	-4,500	-4,500	-4,637	-8,300	-3,663
FEES & FINES	-12,844	-9,500	3,344	-18,418	-10,000	8,418
DONATIONS & SALES	-4,358	-6,500	-2,142	-11,476	-5,750	5,726
TRANSFER FROM RESERVES	0	-153,542	-153,542	-218,914	-308,332	-89,418
Total REVENUE	-17,702	-306,803	-289,101	-389,384	-465,143	-75,759
EXPENSES						
FULL TIME WAGES & BENEFITS	708,464	1,068,303	359,839	955,005	977,450	22,445
BRANCH WAGES & BENEFITS	577,287	991,494	414,207	929,348	915,069	-14,279
STUDENT WAGES & BENEFITS	22,081	23,618	1,537	22,289	23,408	1,119
BOARD MEETINGS & DEVELOPMENT	8,549	15,452	6,903	9,078	13,232	4,154
STAFF MILEAGE	5,622	6,000	378	8,374	10,372	1,998
STAFF TRAINING & DEVELOPMENT	15,570	22,685	7,115	14,211	24,918	10,707
PRINT MATERIAL	81,141	185,500	104,359	179,763	185,500	5,737
DIGITAL BOOKS	45,399	87,000	41,601	93,195	95,000	1,805
DATABASE SUBSCRIPTIONS	60,828	73,028	12,200	59,865	66,526	6,661
MAGAZINES, PERIODICALS & LEASED BOOKS	3,253	3,655	402	3,863	3,950	87
SUPPLIES & EQUIPMENT	12,577	28,650	16,073	28,929	28,470	-459
CREDIT CARD FEES	118	200	82	167	115	-52
PHONES & INTERNET	31,421	56,309	24,888	53,355	57,496	4,141
PROMOTIONS & WEBSITE	73,390	68,800	-4,590	65,415	75,030	9,615
PUBLIC PROGRAMS	2,348	10,400	8,052	11,870	12,400	530
COMPUTER PURCHASES	5,933	9,300	3,367	7,204	7,929	725
SOFTWARE SUPPORT	45,987	50,255	4,268	41,209	52,548	11,339
DELIVERY & OUTREACH VEHICLES	495	29,500	29,005	29,395	32,000	2,605
COPIERS & PRINTERS	2,569	6,500	3,931	7,434	10,000	2,566
COPYRIGHT & PERFORMANCES LICENSES	1,608	1,700	92	2,113	2,319	206
BRANCH CLEANING	1,227	5,000	3,774	3,577	5,000	1,423
BRANCH RENTS, INSURANCE & SECURITY	240,359	250,833	10,474	245,897	244,804	-1,093
FURNITURE PURCHASE	16,017	29,600	13,583	59,107	64,250	5,143
AUDIT & LEGAL FEES	0	6,110	6,110	3,053	3,600	547
SPECIAL PROJECTS	152	3,400	3,248	7,898	9,400	1,502
SUPPORT FROM OTHER DEPARTMENTS	172,764	172,764	0	188,093	188,093	0
TRANSFER TO RESERVES	0	0	0	3,410	0	-3,410
Total EXPENSES	2,135,160	3,206,056	1,070,896	3,033,120	3,108,879	75,759
Total GENERAL FUND	2,117,458	2,899,253	781,795	2,643,736	2,643,736	0

INFORMATION REPORT

<u>PREPARED BY:</u>	Kate Miner – District Supervisor (District 1) Jessica Lomberg – District Supervisor (District 2) Lorna Platts – District Supervisor (District 3)
<u>PREPARED FOR:</u>	SDG Library Board
<u>LIBRARY BOARD DATE:</u>	September 11, 2025
<u>SUBJECT:</u>	Branch & Supervisor Reports

DISTRICT 1

CHESTERVILLE BRANCH: (Mitch C.)

- The “Knitting Circle” held twice a month continues to be popular and well attended. Participants have donated supplies for future programs to be held later this year and into the winter season.
- The book club, “Book, Line and Thinkers” met in May to review the book The Four Winds by Kristin Hannah and again in June to discuss the book Crow Mary by Kathleen Grissom. Both evenings were well attended with lively discussion. Books for the fall meetings have all been selected.
- In honor of Earth Day in April, children created decorative bowls using clay, which they decorated with vibrant colors. The activity was filled with joyful laughter and enthusiasm as the children expressed their creativity.
- During May-ker month Chesterville held a 3-session program. Attendees made a quilted ball ornament using English Paper piecing which is a technique that can then be used for making small pieces such as cushions, placemats, lap quilts all the way to full size quilts. This technique involves hand sewing pieces of fabric together with a paper backing to hold its shape. The program was well attended and participants left after the third session with a completed ornament.

CRYSLER BRANCH: (Ian N.)

- April is Poetry Month and to celebrate, the Branch invited patrons to create “found poems” by piecing together pre-cut words and phrases. The activity was both creative and engaging, offering a chance for the community to cut and paste their way into verse. Crysler Branch also celebrated “National Canadian Film Day” in the Branch showcasing the film Ballerina.
- Crysler’s “After School Chill Zone” provided a welcoming space for local tweens and teens to connect, play games, and relax together.
- June saw the “Garden and Science Club” take their learning outdoors. Families explored soil, water, and growth cycles, planting the seeds of knowledge while discovering the science behind growing food.

MAKERLAB/FINCH BRANCH (Josée C.)

- April wrapped up quite a few programs for the MakerLab. The “Blue Spruce book club” concluded with participants casting votes for their favourite books. “National Canadian Film Day” was held in the Branch showcasing the film Rosie. Last but certainly not least, the successful “Science in Bloom” program provided kids the opportunity to learn about pollination, dissect a flower and make seed balls for Spring.

- Another May-ker month wrapped up! May featured a very successful 3D printing design event and our Sublimation Tote Bag event. Both events were well attended, and patrons were very excited about their creations. LSA Jo was also happy to present “Shelf Care Summer: A Teen book club.” This club focused on serving teen patrons for the summer months and was prepared with Lancaster’s LSA Kaitlyn and our Community Librarian Emily.
- If ever there was a month for 3D printing, it was certainly June. The MakerLab fulfilled requests for staff and patron alike, printing nearly 415 individual items. LSA Jo also delivered a Cricut program in Winchester where patrons were able to make a summer sign and visited the local Carefor facility with the Cricut for a tote bag maker event.

SOUTH MOUNTAIN BRANCH (Ginette T.)

- This spring, South Mountain Branch welcomed the return of the Ukranian-style “Pysanky Egg workshop” for teens and adults. These intricate designs were made possible by community volunteers who generously shared their tools and supplies.
- In May, the Branch participated in the “South Mountain Community Yard Sale.” Just under 90 people stopped by outside the branch on a gorgeous Saturday to look at the books that were available for purchase, while also giving staff an opportunity to share the details of other services offered by the SDG Library.
- The “Homeschool Explorers” program wrapped up for the school year in June with a picnic in the park. The Homeschool Explorers program utilized many of the library's maker kits throughout the year, including the Ozobots, Cubelets and Sphero Indi cars. The program will pick up again in September.

WINCHESTER BRANCH (Jessica L. and Chantal N.)

- April hosted an exciting non-profit room rental by “A Bunch of People” who hosted their “Writing in 150” competition in branch. Writers were to create either a fiction short story or a non-fiction piece in the set time limit, share their stories, then judges chose winners to be published in a small anthology.
- Staff began the month of May with training on the new Interlibrary Loan system. Staff have been creating accounts and placing Interlibrary Loans for many patrons. It was also a busy month with a total 16 various programs, class visits, and room bookings.
- With school ending, branch programs such as “After School Club” and “Homeschool Explorers” wrapped up in style. Our final class visits also hosted special activities, with recycled magazine page bracelets for the kindergarteners and multiple mini maker kits for the 5/6 class. Patrons this month were able to attend an information session on using the new KOBO e-reader, build bug hotels, and use the Cricut with the visiting MakerLab to create summer signs.
- June also saw a visit from local author Major (retired) Darrell Menard, a Métis physician and Air Force medical officer, who discussed his book Diary of a Deployed Doc.

DISTRICT SUPERVISOR (Kate J.M.)

- Regular scheduling, time sheets, board reports, and reports to Council (ongoing).
- Provided technology troubleshooting and support for staff and patrons (ongoing).
- Collection maintenance and review (ongoing).
- Frontline customer service including email, and phone inquiries (ongoing).
- Attended regular check-ins with Community Librarian and other District Supervisors (ongoing).
- Engaged in Management, Board, General Staff and SDG Reads meetings (ongoing).

- Facilitated the running of “National Canadian Film Day” programs in the MakerLab and Crysler Branch.
- Assisted in the planning and running of May-ker month activities alongside MakerLab staff.
- Facilitated the running of a KOBO information session for patrons in Crysler and Winchester.
- Conducted performance reviews for all District 1 staff.
- Facilitated interviews for open CSA positions.
- Conducted outreach alongside the Community Librarian at the BGC Dundas 2nd Annual "Where 2 Turn" wellness event.
- Professional development: participated in the webinar on “Anti-2SLGBTQI Hate in Canada: What It Is and What We Can Do About It”.
- Professional development: Attended D2D Interlibrary Loan training alongside Winchester staff with Stacey from Technical Services

DISTRICT 2

INGLESIDE: (Linda P. and Colleen C.)

- Class visits took place throughout April, May, and June, engaging students in the Forest of Reading program as they read nominated titles and voted for their favourites. During the final week of classes, staff visited the school to announce Canadian author Anoosha Syed, author of Lost Stick, as the Blue Spruce Award winner.
- LSA Colleen facilitated “Little Bunnies Storytime” and “Spring Storytime” sessions throughout the spring. These interactive Storytimes helped young learners and their caregivers practice early literacy skills. Colleen expressed she would miss the smiling faces of the children, though many are expected to return for the Summer Reading Club in July and August.
- Social clubs continued to thrive, with the "Ingleside Book Mates," "Ancestry Club," and "Writer's Guild" meeting monthly. The "Writer's Guild" extended their sessions into the summer, reflecting strong engagement and ongoing community interest.
- In June, the Ingleside Branch welcomed the local 4-H Club for knitting and crocheting meetups, where twelve youth, aged 10 to 16, worked on personal projects while learning new techniques. Members of the Ingleside “Knitting Club” joined as guest speakers, fostering intergenerational connections through hands-on guidance and shared creativity.
- On June 7, the Friends of the Ingleside Library held their annual used book sale as part of the Ingleside Community Yard Sale Weekend. The event drew strong community participation, with proceeds supporting future branch programs.

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

- On April 19, the Iroquois Branch welcomed young crafters for “Craft a No-Sew Sock Bunny,” where participants created their own spring-themed bunnies in a fun, hands-on program.
- The Iroquois Branch book club “POP!” continued to host well-attended monthly meetings with lively discussions and delicious snacks, offering patrons a welcoming space to connect.
- On May 17, gardening inspired community engagement at the library through the successful “Annual Perennial Plant Swap” and the creation of “May-ker Month: Garden in a Glove!” by younger patrons and their caregivers.
- Staff welcomed the kindergarten classes from Iroquois Public School to learn about the library, membership, and borrowing books. The classes continued weekly visits, enjoying stories read by staff and exploring the collection.

- With summer soccer beginning in May, many families used the branch as a dry refuge during rainy Saturdays, taking advantage of library services such as wi-fi and public access computers, while sheltering from the weather.
- On June 19, the Iroquois Branch hosted “Create Vintage Bookmarks with Christina,” bringing crafters together to socialize and create personalized vintage ribbon bookmarks.

LONG SAULT: (Christine D. and Caleigh B.)

- Long Sault hosted weekly class visits, including sessions “en français,” giving students the opportunity to engage with French stories and books while practicing their language skills with LSA Chris.
- “Spring Storytime” sessions, facilitated by LSA Chris, were consistently well attended, welcoming children of all ages and their caregivers, from first-time participants to seasoned Storytime regulars, creating an engaging and inclusive early learning experience.
- The Long Sault Branch welcomed 32 4-H Cloverbuds and their leaders for a special Library Visit focused on showcasing the library as a hub for creativity and discovery. Participants enjoyed hands-on activities with Mini Maker Kits, board games, a special Storytime, and each Cloverbud received a custom 3D-printed keychain printed at the MakerLab.
- The weekly “Watercolour Friday” program was well attended and concluded on June 6 with an art show. Participants’ work was displayed throughout the library, providing an opportunity for artists and patrons to admire and discuss the creativity and progress demonstrated over the sessions.
- On June 28, the Long Sault Branch hosted TD Summer Reading Club facilitators Quinn and Kisha for a StoryWalk featuring Let’s Go! Haw êkwa! by Julie Flett. Children and their families explored the story throughout the park behind the branch, enjoying an interactive reading experience that successfully encouraged many new registrations for this year’s Summer Reading Club.
- In June, a new vinyl wrap was installed on the Long Sault Branch’s exterior door, enhancing the branch’s appearance and attracting visitors. Patrons commented positively on the bright, vibrant colours and noted how much the wrap improved the overall look of the branch.

MORRISBURG BRANCH: (Cheryl T. and Jennifer H.)

- Spring was a busy season at the Morrisburg Branch, with regular weekly school visits and their annual “Stuffie Sleepover” on April 2. Children participated in a cozy Storytime before leaving their stuffed animals overnight at the library. Families enjoyed watching a slideshow of pictures featuring the antics the stuffies got into while unattended at the library!
- The Morrisburg “Spice Club”, a well-attended program often at full capacity with a waitlist, met over April, May, and June to explore dill, lemon pepper, and poppy seeds. Patrons exchanged tips, recipes and creations. To date, the club has learned about 25 different spices over the past three years and looks forward to returning in the fall.
- On May 3, the Branch hosted “The Art of Bird Photography” with local photographer Terry Merkley. Patrons were captivated as Terry shared techniques and tips, sparking lively discussion, with a special focus on owls and birdwatching.
- The “After School Club” wrapped up a busy and successful year at the end of June. Every Wednesday from 4–5 p.m., the branch welcomed 10 to 20 young teens for games, Nintendo, snacks, and maker activities, providing a safe and engaging space for socializing. The program continues to be a popular and well-attended opportunity for youth to connect and unwind in a supportive community environment.

- On June 14, LSAs Jenn and Cheryl hosted a special Storytime, “Teddy Bear Picnic” at Earl Baker Park in Morrisburg. Attendees brought their teddy bears and enjoyed stories, a bear paw craft, bubbles, and snacks in a fun, outdoor setting.

WILLIAMSBURG BRANCH: (Rose D.)

- The Williamsburg Branch was a busy place on Saturday, April 19, as the town hosted its annual Easter Egg Hunt and Pancake Breakfast at Whitteker Park, adjacent to the library. Inside the branch, staff offered a colouring contest and craft activities for children.
- The Williamsburg Branch hosted well-attended themed Storytimes on the third Thursday of each month, welcoming several new families who connected with others in the community.
- The “Garden Plant Exchange” on May 10 was well-received, with patrons enjoying the opportunity to take home new perennials for their gardens.
- On June 4, the Branch hosted an adult craft night “Craft Hand-Painted Flowerpots” where participants painted clay flowerpots. The evening was filled with laughter and enjoyment for all involved.
- Monthly outreach visits by LSA Rose to Dundas County Hospice and J.W. MacIntosh Community Support Facility continued successfully. Patrons valued the chance to connect with staff and access library resources and services.

DISTRICT SUPERVISOR: (Jessica L.)

- Regular scheduling, time sheets, board reports, and reports to Council (ongoing).
- Provide technology troubleshooting support for staff and patrons (ongoing).
- Frontline customer service, including email and phone inquiries (ongoing).
- Attended regular check-ins with the Community Librarian and other District Supervisors (ongoing).
- Ensured compliance with Health & Safety Regulations and followed up with issues (ongoing).
- Content creation for SDG Library website (ongoing).
- Scheduling support staff for programs, courier relief and outreach events.
- Collection maintenance and review (ongoing).
- Engaged in Management, Board, General Staff and SDG Reads meetings.
- Outreach: Welcome to Kindergarten Night at Our Lady of Good Counsel.
- Facilitated KOBO information sessions in Morrisburg and Ingleside.
- Facilitated interviews for open CSA positions.
- Conducted performance reviews for District 2 staff.
- Participated in the planning of the Volunteer Appreciation event.
- Professional development: Interlibrary Loan Training; D2D.

DISTRICT 3

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

- Local artists showcased their art throughout the summer. “Meet and Greet” were widely attended with community support showing strong for local talent and the Library.
- *Lire et faire lire*, a community-led program encouraging seniors to read to school-aged children, visited the library to learn about French collections and borrow materials.

- Erin Hatton, a local registered psychotherapist, attended a packed house for an “All About ADHD” program. The program was extremely well-received and patrons requested that Erin return in the Fall to present on burnout.
- Local resident, Jo McLeod, taught flower painting during a “DIY Gift Bags” program.
- Staff attended St. Finnan’s for two visits: for a kindergarten open house to assist students with preparing for school and using the SDG Library, and special story time alongside local firefighters.
- Terre des Jeunes students walked to the Branch for a visit. Students learned some coding basics with Ozobots, explored our button maker and of course enjoyed a story.
- May’s “Native Plant Workshop” saw the creation of a new garden outside the branch. Attendees from as far away as Morrisburg drove in to learn about sustainable, native gardening and get their hands dirty!
- “Stomp it to the Sky”, a fully booked program featuring stomp rockets had attendees shooting for the moon! This type of programming is valued by parents looking for the children to find excitement in STEAM learning.
- The first “Baby and Toddler’s Music Class” was offered by a local resident. The program was a huge success, and the littles enjoyed musical expression followed by exploring books to take home.

AVONMORE BRANCH: (Kelsey D.)

- Avonmore Branch had bi-weekly class visits for students at Avonmore Public School to request materials related to projects. Staff ordered in materials about Countries from around the world for the students to check out and use in-branch.
- Kindergarten classes visited the branch twice in the Spring. They explored books during their visit and had a storytime and sing-along.
- May’s “Little Adventurer’s Playtime” was a big hit. Participants celebrated female role models in their lives, planted pansies as gifts and made cards to give to the important women in their lives.
- Local author, Sophie Branchaud, did an author visit at the Branch. She read from her new release Nirvana, discussed her writing process, the inspiration behind the book, and took the time to answer questions from an eager audience.

LANCASTER BRANCH: (Kaitlyn C. & Rachel L.)

- Lancaster’s “Knitting Bee” continued to meet weekly throughout this quarter, where they worked on new projects, shared their expertise and progress and learned about Library resources for crafters.
- “Spice Club” enjoyed great in-branch attendance as the club explored dill, lemon pepper, and poppy seeds.
- An “Earth Day Storytime” in April had participants read Mossy by Jan Brett and plant wildflower seeds to take home.
- “The Cairnview Book Club” met monthly to discuss book club kits provided by SDG Library. Three other book clubs also checked out book club kits from the Lancaster Branch, making it a hotspot of book club borrowing.
- “Book Tasting” continued with Graphic Novel Memoirs, A Bouquet of Books and Cozy Fantasy as the book selections. This is a low commitment way for readers to sample new genres.
- Lancaster launched “Kids’ Clubhouse” in June. Local children were invited to use the library for games, crafts, reading and to meet new friends. The program was welcomed by children seeking connection during the summer.

MAXVILLE BRANCH: (Patti M.)

- Maxville hosted “Toddler Storytime” in April and May. These well-attended programs were geared at building early literacy concepts and participating in creative play for pre-school aged children.
- Book clubs continued to be popular at Maxville with the Branch hosting its own full book club monthly. Branch staff also assisted with booking and distributing book club kits for three additional clubs.
- Maxville Public School’s kindergarten class had one final class visit to wrap up the school year. Children enjoyed reading summer themed stories, sharing their summer plans and creating crafts related to the books they read.

WILLIAMSTOWN BRANCH: (Julie C.)

- Williamstown hosted a popular zinnia planting program. Seeds were provided by donation from a generous patron. Participants later shared updates on their blooms with branch staff.
- The MakerLab visited Williamstown to provide a spring banner workshop. Registrants were given a tutorial on the Cricut Design Space software. Some eager participants used the time to make Halloween decorations instead.
- Staff have been busy promoting “SDG Reads 2025” with an eye-catching book display and encouraging patrons to place a hold for Nita Prose’s books. Patrons started asking when tickets will be available almost as soon as the author announcement was made.

DISTRICT SUPERVISOR: (Lorna P.)

- Regular scheduling, time sheets, board reports, and reports to Council (ongoing).
- Technology troubleshooting and support for staff and patrons (ongoing).
- Frontline customer service including email, and phone inquiries (ongoing).
- Engaged in regular Leadership Team Meetings and Branch Roundtables (ongoing).
- Regular creation of content for website in coordination with Communications and Marketing Coordinator.
- Professional development: Transformative Leadership; Comics Plus Training; Half Day General Staff Meeting; Best Manager Practices: Fairness in Responsibility.
- Completed projects: Volunteer Onboarding Pathway on Niche Academy; two (2) Policy Review Trainings for Niche Academy; Kobo Training Video.
- In Progress: Exclusion Matrix, Standard Operating Procedures template; Standard Operating Procedures: Unattended Child, Standard Operating Procedures: Code of Conduct; Internal Occurrence Report; Branch improvement projects.

INFORMATION REPORT

PREPARED BY: Emily Andrews – Community Librarian

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: September 11, 2025

SUBJECT: Community Librarian Report

COMMUNITY LIBRARIAN: (Emily A.)

- Payroll administration, emails and support for District Supervisors (ongoing).
- Technology troubleshooting and support for staff (ongoing).
- Attended and engaged in Management Meetings (ongoing).
- Covered branch responsibilities during staff shortages (ongoing).
- Administered and hosted in-person book club at the Maxville Branch.
- Interviewed and hired LSA position for Maxville and CSA positions for District 1 and District 3.
- Policy review: Circulation Policy.
- Planned and organised pop-up events in all districts.
- Completed performance reviews for District Supervisors and Communications and Marketing Coordinator.
- Deselection of non-fiction materials in multiple branches.
- Developed connections with SDG Tourism to establish advertising in branches and a cooperative project using the SDG Historic Jail as a location for future library programs.
- Carried out deselection of non-fiction collection in over half of branches.
- Co-presented to the UCDSB Parent Involvement Committee.
- Supervising Summer Reading Club and Outreach Facilitators. Aided with the planning and organising of the TD SRC Launch Party and ongoing summer programming.
- Development and administration of the Teen Summer Reading Club 'Shelf Care Summer' in conjunction with branch staff.
- Liaised with Parks of St Lawrence to ensure delivery of Upper Canada Village Museum passes.
- Leading SDG Reads committee meetings and ensuring deadlines are met.
- Created SDG Reads 'Big Books' and organised the scheduling of books and displays across branches throughout the summer.

Development:

- Walking in Our Truth Together – Online course offered by the Public Service Alliance of Canada as part of Truth and Reconciliation

INFORMATION REPORT

<u>PREPARED BY:</u>	Maria Steffen – Communications & Marketing Coordinator
<u>PREPARED FOR:</u>	SDG Library Board
<u>LIBRARY BOARD DATE:</u>	September 11, 2025
<u>SUBJECT:</u>	Communications & Marketing Report

COMMUNICATIONS AND MARKETING COORDINATOR: (Maria S.)

Social Media/Website

- Created 147 social media static posts and reels across Facebook and Instagram to promote programs, system-wide events, collections, Library of Things, important news, recruitment, service interruptions, holiday closures and shared socials.
- Created blogs, banners, artwork and page updates for the website to promote programs, news, collections and resources.
- Continued work on the new MakerLab pages including design revisions and creating content for videos, catalogues, guides and imagery.

Projects

- Created marketing and communications material to promote the SDG Reads program and author for 2025. This includes creating and printing the artwork for the big book covers.
- Created marketing and communications material to promote the volunteer appreciation event, including organising volunteer gifts.
- Created marketing material to promote May-ker month.
- Reviewed and updated the pop-up kits (for outreach events) with the Community Librarian.
- Created an infographic of the VOLT results with the Director of Library Services.
- Created marketing and communications material to promote the “Every Kid a Card” membership drive in both English and French.
- Created the Annual Report for 2024 with the Director of Library Services.
- Created marketing and communications material to promote the TD Summer Reading Club program and launch party.
- Created a presentation for the UCDSB-PIC with the Director of Library Services.
- Assisted in branding the Kobo video and created two (2) fit for purpose user guides.
- Created branch program posters and updated Polaris check out receipt messages.

Publications

- Redesigned and created the summer program guide flyers and posters.
- Created marketing and communications material to promote the summer program guides and distributed copies to each municipality.
- Created four (4) eNewsletters, two (2) board newsletters and one (1) new staff newsletter.
- Wrote three (3) editorials for Cornwall Seaway newspaper and two (2) news releases.

Meetings

- Attended meetings for: SDG Reads, collections promotion, MakerLab, TD Summer Reading, volunteer appreciation, website updates and programs.
- Four (4) admin team meetings, five (5) leadership team meetings, two (2) board meetings, and one (1) quarterly Biblio update (for website and eNewsletters).
- Attended TypeCoach training.

Website and social media statistics

In the period from April to June 2025, the SDG Library website had 19K unique website users who visited 305K SDG Library website pages.

Across social media, 147 posts were made, and viewed 111.9K times.

April 2025

In April 2025, the SDG Library website had 6K unique website users who visited 101K SDG Library website pages.

Across social media, 52 posts were made, and viewed 45.7K times.

May 2025

In May 2025, the SDG Library website had 7.9K unique website users who visited 105K SDG Library website pages.

Across social media, 42 posts were made, and viewed 27.9K times.

June 2025

In June 2025, the SDG Library website had 5.1K unique website users who visited 99K SDG Library website pages.

Across social media, 53 posts were made, and viewed 38.3K times.

INFORMATION REPORT

<u>PREPARED BY:</u>	Cheryl Servais – Information Services Coordinator
<u>PREPARED FOR:</u>	SDG Library Board
<u>LIBRARY BOARD DATE:</u>	September 11, 2025
<u>SUBJECT:</u>	Technical Services Report

CATALOGUING/ACQUISITIONS TECHNICIAN : (Lucinda F.)

- Processed 418 new items in April, 683 in May and 626 in June for a total of 1,727 new items.
- Weeded and reallocated uncirculated DVDs across the system including reprinting covers and replacing damaged cases.
- Completed the inventory of video game collection which are used for in branch programming. Games were catalogued and staff are now able to search, and place holds from Polaris.
- Created new series tags for “Summer Reading Club” so patrons and staff can easily search the catalogue to find all recommended reads from the TD Summer Reading Club.
- Assisted with Teen uncirculated lists which included updating cataloguing information to ensure consistency in series information and relabelling.
- Assisted with PIC collection ensuring budgets and order codes were assigned properly in the vendor and the library system before submitting orders.

CATALOGUING/ACQUISITIONS TECHNICIAN : (Stacey P.)

- Interlibrary Loans: 287 items sent to other library systems; and 234 items were received.
- Trained Alexandria, Winchester and Morrisburg LSAs in new interlibrary loan procedures for patron requests and book ordering.
- Sent out 68 Book Club kits to branches for book club meetings.
- Created three new Book Club kits for circulation and ordered three kits through interlibrary loan.
- Managed online registrations, totaling over 221 requests. A total of 67 new members and 146 renewal requests.
- Processed five new board games, and inventoried, stamped and barcoded new arriving material.
- Repaired 28 books and 138 discs.
- Repaired and updated the Birdwatching Kit, two Nature backpacks and one Phonics kit.

INFORMATION SERVICES COORDINATOR: (Cheryl S.)

- Administrative duties including statistics and reports.
- Attended meetings and webinars with Management Team and vendors.
- Provided the Communications and Marketing Coordinator content for social media and eNewsletters to promote library collections and services.
- Led training at General Staff meeting on catalogue searching.
- Reviewed and set up collection limits for all branches.
- Collection maintenance including uncirculated audiobook and teen fiction collections.

- Assisted with the deselection of adult nonfiction.
- Provided statistics and information for VOLT.
- Managed purchase suggestions and acquisitions of print and digital collections.
- Discussions with IT regarding issues with PAC stations and testing new profile settings for stations in Long Sault and Ingleside.
- Discussed updates to the MakerLab section of the library website with the Management Team.
- Training new CSA on LEAP/Polaris.
- Discussion and review of booking software for Book Club Kits.
- Completed performance reviews for Technical Services staff and self-review.
- Scheduled upgrade to Polaris 7.8 for September.
- Discussions with IT on the set up of four iPads for public use.
- Compiled book recommendations and submitted carts for books on parenting and addictive behaviours for Parent Involvement Committee (UCDSB partnership). Worked with Library Bound to set up separate budgets and order codes so items could be shipped to the library and invoiced to the school board.
- Worked with IT and the District 1 Supervisor to set up new scan to email service at the Winchester Branch.

INFORMATION REPORT

PREPARED BY: Rebecca Luck – Director of Library Services

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: September 11, 2025

SUBJECT: Director of Library Services Report

STAFFING HIGHLIGHTS:

Alyssa Egan has accepted the Casual Support Assistant position within District 1 branches.
Amanda Lascelle has accepted the Casual Support Assistant position within District 3 branches.
Treesa Thomas Puthenpurayil has accepted the Casual Support Assistant position within District 3 branches.
Terry Besner has accepted the Library Services Assistant position at the Maxville branch.

DIRECTOR OF LIBRARY SERVICES: (Rebecca L.)

- Provided the SDG Counties' Transportation Services Department with ongoing technical assistance.
- Attended County Council meetings (June 16, July 21 and August 25).
- Attended weekly Director's meetings with CAO and fellow County Directors.
- Attended and facilitated Management Team and Administrative meetings.
- Led team meetings to coordinate the redesign of MakerLab web pages.
- Met with the Parent Involvement Committee and the UCDSB in creating a partnership with the SDG Library.
 - Preliminary discussions involved the formation of an MOU, the discussion of funds available, and the procedure to purchase materials.
 - As a result of the partnership, subsequent discussions with SDG Library's book vendor, Library Bound, was had to setup an invoice template and discuss the purchasing of materials.
 - Worked with the Information Services Coordinator to purchase books based on the funds available.
 - Worked with the Communications and Marketing Coordinator to create branding for the new material, and marketing the launch of the new collection.
- Attended a webinar: Grant Writing (June 4).
- Interviewed candidates for the position of Library Services Assistant at the Maxville branch.
- Attended a webinar: Strategic Investments in Digital Library Experiences (June 5).
- Attended an AMPLO and ARUPLO meeting, with training provided by Williams HR Law (June 6).
- Completed performance reviews of all direct reports.
- Participated in a demonstration from Mugo, a booking software (June 17).
- Prepared and attended the Library Board Meeting Agenda for Library Board regular meeting – Thursday, June 19, 2025, 5:00pm at the Winchester Library branch.
- Attended the TD Summer Reading Club Launch Party, hosted in Chesterville (July 5).
- Participated in a demonstration on Evolia, a staff scheduling software (August 13).
- Attended District Meetings in Finch, Long Sault and Lancaster (August 15, 18 and 22).

ACTION REQUEST

<u>PREPARED BY:</u>	Rebecca Luck – Director of Library Services
<u>PREPARED FOR:</u>	SDG Library Board
<u>LIBRARY BOARD DATE:</u>	September 11, 2025
<u>SUBJECT:</u>	Board Succession Planning Policy

BACKGROUND:

1. The Board Succession Planning Policy sets forth the practices that will support the appointment of qualified Board members and effective succession planning.

ANALYSIS:

2. It is recommended that the Policy be amended per the following:
 - a. Add a Definition section to provide clarity on ‘Lay Appointments Committee’.
 - b. Restructure the Policy into sections, outlining ‘Responsibilities of Existing SDG Library Board Members’ and ‘Recruitment Process’.
 - c. Add a clause relating to the procedure and eligibility regarding the appointment of non-Council members (in accordance with SDG Counties’ Procedural By-law).

IMPACT ON 2025 BUDGET:

3. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 3: Strengthen our Organization

RECOMMENDATION(S):

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

Board Succession Planning Policy

For: The Stormont, Dundas and Glengarry
County Library Board

Policy No.: GOV-04-01-14

Policy Type: Governance

Effective Date: September 11, 2025
Date of Last Revision: September 6, 2018
First Approved: April 17, 2014

1. Purpose

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

2. Definition

“Lay Appointments Committee” means the Committee responsible for recommending committee appointments to Council. The Lay Appointments Committee shall be comprised of the Warden, immediate Past Warden or in their absence a Councillor of the Council of the United Counties of Stormont, Dundas and Glengarry with the most experience on County Council, and one other Councillor appointed by the Warden.

3. Responsibilities of Existing SDG Library Board Members

- 3.1. The SDG Library Board recognizes that the *Public Libraries Act*, R.S.O. 1990, c. P44, s. 10(4) requires that the Council of the United Counties of Stormont, Dundas and Glengarry appoint Library Board members. To support the appointment process, the Director of Library Services may make recommendations to the Lay Appointments Committee, based on criteria established in collaboration with members of the current SDG Library Board.
- 3.2. In the third year of the current term, the current SDG Library Board shall:
 - a) Undertake a review of the Board’s effectiveness in governing and accomplishing the SDG Library’s current planning document;
 - b) Solicit input from the Director of Library Services on the direction of operations;
 - c) Prepare a legacy document that outlines the SDG Library Board’s successes and challenges, including recommendations for initial steps to be taken by the new Board;
 - d) Match the Board’s needs with the expertise and interests of the current members and identify the gaps that will need to be filled;
 - e) Establish the selection criteria for the appointing of new Board members.

4. Recruitment Process

- 4.1. In accordance with Stormont, Dundas and Glengarry Counties’ Procedural By-law, appointments to any Committee of non-council members will be confirmed by Council at its January meeting, and shall be made using the following criteria:

Board Succession Planning Policy

- a) Public notice soliciting individual applications from citizens of Stormont, Dundas and Glengarry shall be conducted.
 - b) All applications shall be presented to the Lay Appointments Committee, who shall make recommendations to Council during a Closed Session meeting.
- 4.2. Three non-Council members will be appointed to serve on the SDG Library Board. To serve, an individual must be:
- a) At least 18 years old;
 - b) A Canadian citizen;
 - c) A resident of the United Counties of Stormont, Dundas and Glengarry;
 - d) Not employed by the SDG Library Board or by the United Counties of Stormont, Dundas and Glengarry.
- 4.3. Newly appointed SDG Library Board members shall be provided with an orientation session about library governance and services, which may include:
- a) Information on the SDG Library's vision, mission, values, accomplishments and challenges;
 - b) Information on the role, structure, code of conduct and function of the Board;
 - c) An introduction to the *Public Libraries Act*;
 - d) An introduction to the bylaws and governance policies of the SDG Library;
 - e) A tour of the Library;
 - f) A copy of the current planning document.

5. Related Documents

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

ACTION REQUEST

PREPARED BY:

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

PREPARED FOR:

SDG Library Board

LIBRARY BOARD DATE:

September 11, 2025

SUBJECT:

Circulation Policy

BACKGROUND:

1. The Circulation Policy sets out a framework for making material available to the community in an accurate, consistent, equitable and accountable manner.
2. The Circulation Policy, last reviewed and approved by the Board on September 5, 2024, is being resubmitted with proposed amendments. These include the addition of a reduced-barrier access card and updates to Schedule A: Fees and Fines to reflect the inclusion of tablets.

ANALYSIS:

Reduced-Barrier Access Card:

3. The SDG Library currently requires proof of permanent address to register for a Library membership. This Policy inadvertently excludes some of the community's most vulnerable populations. In line with the Library's values to provide inclusive, barrier-free access, this card type would remove address-based barriers while maintaining responsible lending limits.
4. Staff at the Winchester Branch have long suggested that the SDG Library connect with Naomi Family Resource Centre (NFRC). NFRC provides safe, secure, emergency shelter and support services to women 16 years and older, with or without children, who are victims of family violence. They are located in Winchester and are a community organization that could benefit from the Library's support. The opportunity arose at an outreach event where both SDG Library and NFRC were present. Following this, the Community Librarian arranged a visit to NFRC and met with the site manager and two members of staff. They provided valuable insight into who uses their services and how they engage with the local community. One key challenge they identified is the period a few weeks after residents arrive at NFRC. During this period of time, people are beginning to settle into new routines, and NFRC staff encourage them to add structure and normalcy to their days. The SDG Library can play an important role in this process. However, access is often limited. Residents may not have a permanent address, and in some cases, it is unsafe to use their previous one for mail. Since meeting with NFRC, SDG Library staff have begun arranging regular outreach deliveries of curated material to the residents of NFRC.
5. A reduced-barrier access card can be utilized by those who are newcomers to Canada with no permanent address, individuals residing in local shelters, individuals in transitional housing or those experiencing homelessness. The following conditions would apply:
 - a. ID Requirements: Valid piece of photo identification (ie. Driver's license, citizenship card, passport, etc.) or a letter from a social service agency that can verify their name.
 - b. Borrowing Privileges:

- i. Access to the digital library and to physical books and DVDs.
 - ii. Maximum of 5 physical items may be borrowed at a time.
 - iii. No access to Library of Things, museum passes, tablets.
- c. Services Access:
 - i. Full access to public computers, Wi-Fi, and in-branch use of materials.
 - ii. Can attend programs hosted in branch.
- d. Card Expiry / Review:
 - i. Valid for 3 months, renewable as needed.
 - ii. Can graduate to full membership upon providing proof of permanent address.

Tablets:

- 6. As part of the 2024 operational budget, five (5) iPads were purchased with the intention of being used for Square. With the decision to use the Square Terminal across all fifteen branch locations, the iPads were no longer needed. In an effort to repurpose these devices to better serve the community, it is being proposed that patrons may now borrow tablets (iPads) from the SDG Library.
- 7. Lendable iPads would assist with bridging the digital divide by providing affordable access to technology for patrons who may not own a device or may not be able to afford a device.
- 8. Based on circulation statistics, it is proposed that four (4) iPads be assigned to the following branches: Alexandria, Morrisburg, Winchester, and Finch. The fifth iPad would be designated for staff use for either pop-up or outreach events.
- 9. Each iPad will be branded, complete with a protective case, screen protector, carrying case, charging cable and power adapter, and an informational “Getting Started with the iPad” guide.
- 10. SDG Library staff have worked diligently with the SDG Counties IT Services department to ensure that all user data will be deleted once a patron signs out of the iPad.
- 11. Each iPad has been pre-loaded with SDG Library focused apps, allowing patrons to engage with library resources either inside a branch or at home. Patrons will have easy access to eBooks, audiobooks, and online databases.
- 12. The iPads are proposed to have a loan period of 10 days, and a borrowing limit of 1 per adult patron. If an iPad is more than three days overdue, the device will be locked and a \$25 reconnection fee will be added to the patron’s Library account.

IMPACT ON 2025 BUDGET:

- 13. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Growing our Physical and Digital Infrastructure

RECOMMENDATION(S):

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



Circulation Policy

For: The Stormont, Dundas and Glengarry
County Library Board

Policy No.: 2011-14

Policy Type: Operational

Effective Date: September 11, 2025
Date of Last Revision: September 5, 2024
First Approved: December 15, 2011

Policy Statement:

The Stormont, Dundas and Glengarry County Library (SDG Library) makes materials widely available to the community, in an equitable manner, to maximize the use of all collections.

Policy:

1. Library Membership

- 1.1. SDG Library cards are free to all who live, work, own property, or go to school in the United Counties of Stormont, Dundas and Glengarry (exclusive of Cornwall).
- 1.2. Non-residents may use the library's services upon payment of a fee as outlined in the library's *Schedule A: Fees and Fines*.
- 1.3. Memberships can be requested in person at any SDG Library branch, or on our library's website (www.sdglibrary.ca).
- 1.4. Members in good standing may borrow materials or partake in library services.
- 1.5. Materials may be borrowed by either presenting the membership card or valid identification.
- 1.6. Children under the age of sixteen must register for their membership accompanied by a parent or guardian, or a signed membership form. A child membership may also be obtained online through our website, providing the requisite parent or guardian's identification. Parents and/or guardians assume responsibility for fines, damages, or lost items.
- 1.7. Adults and children sixteen (16) and over may apply for their own library card, providing the requisite identification.
- 1.8. Membership will be granted to individuals who provide verification of address and identification. Ontario Health Cards are not accepted as a form of identification for privacy reasons. Acceptable verification of address and identification includes:

Acceptable Photo Identification

- Valid driver's license
- Citizenship card

Acceptable Proof of Address

- Valid driver's license
- Ontario motor vehicle permit

Circulation Policy

- Passport
- Student ID card
- OAS (senior's card)
- Employer-issued photo identification card
- Staff identification, pay stub or direct deposit stub
- Utility or tax bill
- Personal cheque
- Bank statement
- Mortgage, rental or lease agreement

- 1.9. At the discretion of the Director of Library Services, or designate, a temporary digital access card may be granted to all who temporarily live, work, or go to school in the United Counties of Stormont, Dundas and Glengarry (exclusive of Cornwall). This card only provides access to resources from the 'digital library' and is valid for up to three (3) months. Individuals are required to provide verification of address and photo identification.
- 1.10. At the discretion of the Director of Library Services, or designate, a reduced-barrier access card may be granted to all who live, work, or go to school in the United Counties of Stormont, Dundas and Glengarry (exclusive of Cornwall). This card provides access to the digital library, and to physical books and DVDs (limit of five physical items at a time may be borrowed), and is valid for up to three (3) months. Individuals are required to provide photo identification (as listed under item 1.8) or a letter from a social service agency that can verify their name. Proof of address is not required for a reduced barrier access membership.

2. Conditions of Membership and Card Use

- 2.1. Membership is not transferable to other individuals.
- 2.2. Items can be picked up by a designated individual with prior permission from the card owner.
- 2.3. Members will be issued a library card without charge.
- 2.4. An individual is entitled to only one library card. Lost or damaged cards may be replaced for a fee.
- 2.5. The card is the property of the SDG Library and must be returned on request.
- 2.6. Loss or theft of a card must be reported immediately.
- 2.7. Change of address, name or phone number must be reported immediately.
- 2.8. Membership expires annually. Renewal requires verification of the member's name, address, telephone number, e-mail address and payment of outstanding monies owed to the SDG Library. Membership renewals can be completed at any SDG Library branch, or through our library's website.
- 2.9. Membership is suspended when fees owed exceed \$15.00 and will be reinstated when outstanding accounts are reduced below this mark.

Circulation Policy

- 2.10. Membership can be suspended for violating library policies.
- 2.11. Inactive memberships will be deleted after a period of three (3) years.

3. Borrowing

- 3.1. In keeping with the Ontario Library Association's *Children's Rights in the Public Library*, there are no restrictions on the access to material and Internet resources by children. Parents/guardians are responsible for the selection, usage and safe return of library resources.
- 3.2. Audio-visual materials that are classified 18A (Suitable for people 18 years of age or older) or R (Restricted to 18 years of age or older) by the Ontario Film Ratings Board Rating System or the Canadian Home Video Rating System will not be lent to members under the age of 18. Proof of age is required.
- 3.3. The SDG Library collection is shared amongst all branches. Items from the collection may be borrowed from any of our branch locations, including our library express depots.
- 3.4. Other restrictions may apply on certain material types. See *Schedule A: Fees and Fines*.

4. Loan Period

- 4.1. The loan period for most materials is three weeks. See *Schedule A: Fees and Fines* for a breakdown of loan periods by material type.
- 4.2. The total number of items allowed on loan to any one person is determined by *Schedule A: Fees and Fines*.
- 4.3. The number of items of a specific format or subject available for loan may be limited if there is high demand.

5. Renewals

- 5.1. Most materials may be renewed. See *Schedule A: Fees and Fines* for more information.
- 5.2. Renewable items on hold for other members cannot be renewed. Items not on hold will be automatically renewed up to three (3) times.
- 5.3. Renewals may be made in person, by phone or online.
- 5.4. Members must have less than \$15.00 in overdue fees or charges to renew materials.

6. Holds

Circulation Policy

- 6.1. All circulating materials may have a hold placed on them for pick-up at any branch or express depot. Certain material types are available for pick-up only in branches.
- 6.2. The local history collection does not circulate, but a hold may be placed for in-branch use.
- 6.3. Items may be placed on hold in person, by phone or online.
- 6.4. When the item becomes available, the member will be notified and asked to pick up the item.
- 6.5. Items will be held for five (5) open days, except for digital downloads which are held for three (3) calendar days.

7. Return of Material

- 7.1. All SDG Library materials may be returned to any of its branches.
- 7.2. Materials borrowed may be returned to the SDG Library at the circulation desk or in an SDG Library drop-box. Certain material types cannot be returned in the drop-box and must be returned at the circulation desk. These exceptions are clearly marked and identified on the item itself.
- 7.3. Members are required to return materials on or before the due date.

8. Circulation Records

- 8.1. Library circulation and membership records will be used in accordance with the *Access to Information and Protection of Privacy Policy 2009-06*.

9. Damaged or Lost Items

- 9.1. Members are required to report lost or damaged material at the earliest possible opportunity.
- 9.2. The SDG Library will charge replacement costs (assessed by the Library) and processing fees for items which are declared damaged or lost.
- 9.3. Replacement charges will be waived if items are returned in good condition within six (6) months of billing. Processing fees will still apply.
- 9.4. It may not be possible or desirable to replace a specific item with an identical one. Replacement of the item will be left to the discretion of the Director of Library Services in keeping with the Library's *Collection Development Policy*.

10. Overdue Material, Fines and Fees

Circulation Policy

- 10.1. Overdue notices are generated at regular intervals past the due date, with a final bill issued for materials not returned.
- 10.2. The SDG Library is a fine free library system (with the exception of interlibrary loan materials). Certain fees may apply. See *Schedule A: Fees and Fines for more information*.
- 10.3. Patron account charges may be waived at the discretion of the Director of Library Services, or designate.

DRAFT

Circulation Policy

SCHEDULE A: Fees and Fines

Material Details:

Material Type	Membership Type	Loan Period	Borrowing Limits	Renewal Limits ¹
Audiobooks	All	3 weeks	Unlimited	3
Book Club Kits	Book Club	6 weeks	2	0
Books	All	3 weeks	Unlimited	3
CELA Collection	CELA	4 weeks	Unlimited	3
DVD	All	1 week	15	3
DVDs - TV Series	All	2 weeks	15	3
Great Courses	All	3 weeks	2	3
Interlibrary Loans ³	All	Varies	3	0
Magazines	All	1 week	Unlimited	3
Museum Passes ⁴	All	1 week	Unlimited	0
Mobile Hotspots ⁵	Adult	10 days	1	0
Boardgames	All	2 weeks	2	3
Musical Instruments	All	3 weeks	20	3
Equipment	All	3 weeks	2	3
Kits	All	3 weeks	2	3
Devices	All	3 weeks	1	3
Tablets ⁶	Adult	10 days	1	0

Notes:

1. Library materials can only be renewed if not requested by another library patron.
2. The replacement cost of any lost/damaged item is the 'cost of item' plus a processing fee of \$5.00. The 'cost of item' is determined by the library's purchase price. To have the 'cost of item' waived, a borrower may purchase and submit a new replacement copy for a lost/damaged item, along with payment of the processing fee. Item type must be of equal quality (ie. A hardcover being replaced with another hardcover).
3. Interlibrary loan materials have an overdue fine of \$1/day/item, with a maximum overdue fine of \$10 per item.
4. A \$15 service fee will be added to a patron's account once a museum pass is more than three (3) days overdue.
5. A \$25 reconnection fee will be added to a patron's account once a hotspot is more than three (3) days overdue.
6. A \$25 reactivation fee will be added to a patron's account once a tablet is more than three (3) days overdue.

Circulation Policy

Service Details:

Services / Resources	Fee
Black and White Photocopying / Printing (per side)	\$0.25
Colour Photocopying / Printing (per side)	\$1.00
Facsimile Service (within Canada) ¹	Free
Facsimile Service (outside of Canada) ¹	\$2.00
Exam Proctoring Fees Per Exam (library members)	\$30.00
Exam Proctoring Fees Per Exam (non-library members)	\$50.00
Room Rental (non-profit use) ²	Free
Room Rental (for-profit use) ²	\$20.00 / hr + HST
MakerLab³	
3D Print - PLA Filament	\$0.10 / gram
3D Print - Specialty PLA Filament	\$0.15 / gram
Resin Print	\$0.50 / gram
Sublimation Print	\$2.00 / page
Cricut - Permanent and Removable Vinyl	\$0.50 / linear inch
Cricut - Heat Transfer Vinyl	\$0.75 / linear inch
Cricut - Cardstock (12"x12")	\$0.50 / sheet
Laser Engraver - Acrylic Panel (12"x12")	\$10.00
Laser Engraver - Balsa Wood Panel (12"x12")	\$5.00
Button Blanks - 1"	\$0.50
Button Blanks - 1.25"	\$0.50
Button Blanks - 2.25"	\$1.00
Membership Fees	
Resident	Free
Non-Resident	\$35.00
Replacement Card	\$1.00
Temporary Digital Access Card	Free

Notes:

1. Must be an SDG Library member to use this service; facsimiles (fax) outside of Canada have a 5-page limit.
2. Room rentals are available in Ingleside and Winchester.
3. MakerLab equipment is free to use if a member chooses to bring in their own material. Members may choose to use the Library's materials, per the fee listed, with the understanding that material supplies may be limited.

STAFF REPORT

PREPARED BY: Emily Andrews – Community Librarian

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: September 11, 2025

SUBJECT: TD Summer Reading Club

BACKGROUND:

1. The TD Summer Reading Club (TDSRC) is Canada's largest summer reading program and is designed to inspire youth to explore the fun of reading, as well as keep literacy skills sharp over the summer months. At SDG Library, our program was delivered by two TD Summer Reading Club Facilitators and Outreach Coordinators (TDSRC Coordinators), without whom the program would not be possible.
2. Our TDSRC Coordinators for 2025 were Quinn Blaine and Kisha Nadarasan. Quinn returned as a TDSRC Coordinator, having previously held the same role with the SDG Library in 2024.
3. The TDSRC Coordinators planned and hosted a very successful launch party, held at the Nelson LaPrade Centre in Chesterville. The launch party welcomed "The Keepers", and offered activities, snacks and prizes.
4. The in-branch programs were led by the TDSRC Coordinators for seven (7) weeks at all fifteen (15) branches, providing stories, themed crafts and activities for children. Pictures of the participants and their crafts were shared weekly on the SDG Library TDSRC Facebook group.
5. The TDSRC Coordinators led the StoryWalk® program in locations across the SDG Counties, and were hosted in conjunction with Townships, school groups and Library colleagues. The title for this year's story was *Let's Go! Haw êkwa!* by Julie Flett.
6. All participants had the opportunity to enter the reading contest. Participants received one ballot for every book read (2 ballots for chapter books) and reported their reading to library staff to receive their ballots. The reading contest was separated into two age groups: 0-5 and 6-12. The ballots gained entry to win two (2) weekly prize draws and two (2) end of program grand prizes.
7. The success of this program was made possible through the dedication of library staff, volunteers, and our TDSRC Coordinators. Many families attended for the first time, and we look forward to encouraging even more participation in 2026.

ANALYSIS:

8. The following table summarizes some key statistics from the summer:

Activity	Description
Class Visits & School Promotions	8 school visits and 1700 students reached
Launch Party	98 attendees (caregivers and youth), 2 prize winners
TD SRC Registrations	298 total registered via online registration
In-Branch Programs	7 weeks of TD SRC programs at 15 branches
In-Branch Program Attendance	1331 total attendees (1006 in 2024) Week 1 July 2-4: 233 attendees Week 2 July 9-11: 218 attendees Week 3 July 16-18: 235 attendees Week 4 July 23-25: 213 attendees Week 5 Jul 30-Aug 1: 177 attendees Week 6 Aug 6-8: 179 attendees Week 7 Aug 13-16: 213 attendees
Reading Contest	4110 ballots earned (2500 in 2024) 14 weekly prizes won 2 grand prizes
StoryWalks®	8 events and 319 participants

IMPACT ON 2025 BUDGET:

9. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Conduct Community Outreach

STAFF REPORT

PREPARED BY: Rebecca Luck – Director of Library Services

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: September 11, 2025

SUBJECT: UCDSB-PIC Parent Collection

BACKGROUND:

1. The SDG Library and the Upper Canada District School Board’s Parent Involvement Committee (UCDSB-PIC) are happy to announce a new partnership aimed at strengthening parent engagement and enhancing student achievement and wellness. As part of this partnership, the UCDSB has committed \$13,000 through the work of PIC to support the purchase of books, which will be housed and circulated by the SDG Library. This collection of over 450 titles offers valuable resources for parents, teens and children, focusing on key topics such as mental wellness, addiction awareness, health and nutrition, emotional and social development, diversity and inclusion, and post-secondary support. The collection includes both fiction and non-fiction titles, with a strong emphasis on supporting Canadian authors and enhancing parent engagement. The full collection can be viewed on the SDG Library’s website: www.sdglibrary.ca and will be available in-branch as of September 11, 2025.
2. Community members who hold an SDG Library membership may access these resources by logging into their Library account and conducting a catalogue keyword search using “UCDSB Parenting” or “UCDSB Addictive Behaviour”. Once the desired title has been chosen, patrons may select the item and place a hold. Materials may be requested for delivery to any of the Library’s fifteen (15) branch locations within the United Counties of Stormont, Dundas, and Glengarry.
3. Individuals residing within the geographic boundaries of the UCDSB, who are not members of the SDG Library, may obtain these materials through the Interlibrary Loan (ILL) service. To do so, they should first search the SDG Library’s catalogue, using the aforementioned keywords to identify the title of interest. They must then proceed to their local library’s Interlibrary Loan webpage and complete a request form. This form will generally require the requester’s name, library card number, contact information, and the title and author of the work being requested.
4. A list of participating libraries within the UCDSB region includes:

Lanark Highland Public Library
 Tay Township Public Library
 Perth & District Union Public Library
 Drummond Public Library
 Westport Public Library
 Rideau Lakes Public Library
 Leeds and the Thousand Islands Public Library
 Gananoque Public Library
 Front of Yonge Public Library
 Brockville Public Library

Carleton Public Library
 Mississippi Mills Public Library
 North Grenville Public Library
 Augusta Township Public Library
 Prescott Public Library
 Edwardsburgh Cardinal Public Library
 Hawkesbury Public Library
 Champlain Public Library
 Cornwall Public Library
 Casselman Public Library

Elizabethtown-Kitley Public Library
Athens Public Library
Merrickville Public Library
Smiths Falls Public Library

Russell Public Library
Clarence-Rockland Public Library
The Nation Public Library
Alfred and Plantagenet Public Library

Launch of New Collection:

5. As part of the SDG Library's marketing campaign, a press release was prepared for local newspapers and Municipalities throughout the SDG Counties. The press release was shared with the following media organizations, with an invitation to attend the September 11th launch date:

Cornwall Seaway News
Cornwall Standard Freeholder
North Dundas Times

Morrisburg Leader
Chesterville Record
Glengarry Times

6. The press release was also shared by the UCDSB and distributed through their media list, which included CBC and CTV.
7. A new webpage was created under the SDG Library website, accessed via the following link: <https://www.sdglibrary.ca/UCDSB-PIC/>. This webpage walks patrons and non-patrons through the procedure of accessing this new collection, and provides lists of books based on themes:
 - a. Parenting strategies and family engagement
 - b. Mental health and emotional well-being
 - c. Health, nutrition and active living
 - d. Social development and screen-free activities
 - e. Diversity, inclusion and identity
 - f. Post secondary planning and youth empowerment
8. An initial social media post will be created detailing the partnership following the September 11th launch. A series of ongoing social media posts will be created on a monthly basis to include "book spotlights", featuring titles from the new collection.
9. The new collection will be prominently featured in all fifteen (15) branches. Each title of the collection has a specially designed spine label affixed, for easy identification, as well as a book plate, detailing a short gratuitous message.
10. In-branch posters and bookmarks have been created, promoting the collection as "Supporting families. Strengthening Futures". Each poster and bookmark will include a QR code, linking community members to the collection.
11. The new collection will be featured in September's eNewsletter, providing individuals with background information on the partnership, and details on how to access the collection.

IMPACT ON 2025 BUDGET:

12. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Growing our Physical and Digital Infrastructure

STAFF REPORT

PREPARED BY:

Maria Steffen – Communications and Marketing Coordinator
Emily Andrews – Community Librarian
Rebecca Luck – Director of Library Services

PREPARED FOR:

SDG Library Board

LIBRARY BOARD DATE:

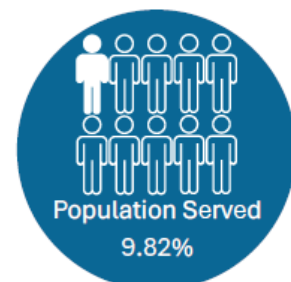
September 11, 2025

SUBJECT:

Membership Drive

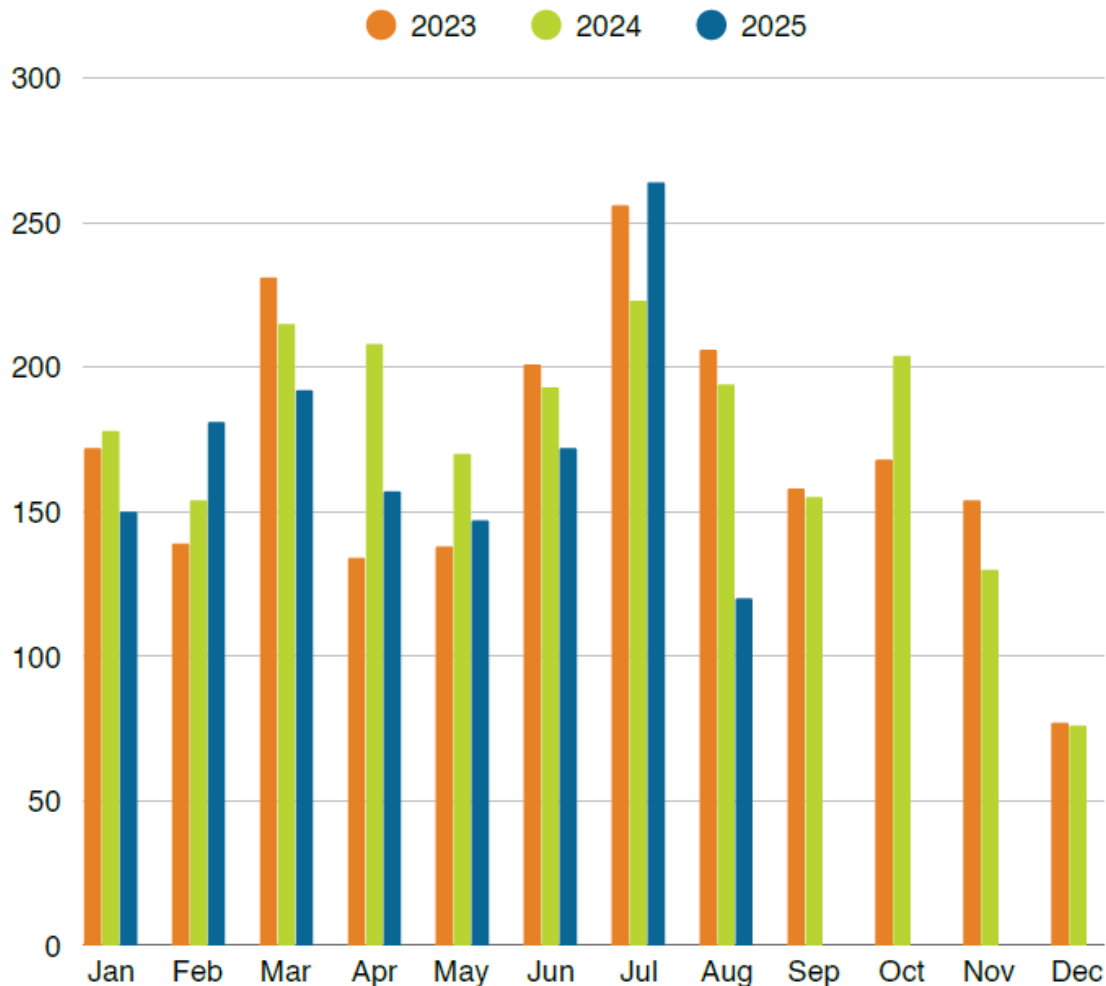
BACKGROUND:

1. Despite rural challenges like geographic spread and limited transportation, the SDG Library maintains strong community participation in Library card sign-ups and in branch visits. Rural challenges include:
 - a. Lower visibility of services: even if people know the Library exists, they may not fully understand what it offers. Many still associate Libraries only with borrowing books - not with movies, tech help, community events, or social connection.
 - b. Competing demands and habits: people are busy, and habits are hard to change. If community members have never had a Library card, they may not see the urgency to get one especially if they don't feel a personal need.
 - c. Digital divide and access gaps: some community members may not have reliable internet, transportation, or even know how to get a card. Others may feel intimidated by the process or unsure if they are eligible.
 - d. Lifestyle shifts post-pandemic: communities have resumed normal operations; residents are increasingly returning to pre-pandemic lifestyles. This includes a marked rise in social engagements, recreational activities, and domestic and international travel.
2. Library card sign-ups are just one way we measure our impact. Our community engagement also shines, through programs and outreach efforts, where we provide Library services to individuals who may not yet have registered for a card. That said, the challenges outlined above are inspiring our team to explore new and creative ways to connect with the community and showcase the value of both Library services and Library cards.
3. As of December 2024, the following is representative of the population of the SDG Counties, the number of active patrons within the SDG Library and its corresponding population served:



4. The number of individuals signing up for an SDG Library card each month is presented in the table below, which includes comparative data from 2023 and 2024. The figures in red are forecasted based on historical data current trends, and results from the proposed membership drive.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2023	172	139	231	134	138	201	256	206	158	168	154	77	2034
2024	178	154	215	208	170	193	223	194	155	204	130	76	2100
2025	150	181	192	157	147	172	264	170	160	500	140	77	2310



ANALYSIS:

5. To increase community engagement and Library membership among teens, adults, and seniors, the SDG Library will launch a month-long incentivized membership drive titled “Libraries and Friends for Life” in October 2025. This initiative is designed to raise awareness of the benefits of a Library membership and encourage both new and existing patrons to participate.
6. The drive will feature a promotional prize draw to attract new cardholders.
 - a. **New Members:** Individuals who sign up for a Library card during the campaign will be entered into the draw.
 - b. **Existing Members:** Current patrons can participate by referring/bringing another individual to sign up (friend, family, coworker, neighbor). Both the referrer and the new member will be entered into the draw.
 - c. **Prize Pool:** To increase community interest and participation, three (3) prizes will be offered as part of the initiative.
7. The membership drive will run for the month of October 2025 and will conclude with the prize draw in early November.
8. Increasing Library memberships is a shared goal, and success is more likely when all staff are engaged and working together. In the spirit of teamwork, we are inviting everyone to participate in this exciting initiative. This effort will be incentivized with a prize draw if the SDG Library hits their target of 500 new memberships for the month of October.
9. To support staff in this effort, we will be providing:
 - a. Weekly progress reports with visual tracking indicators.
 - b. Promotional materials to share and distribute.
 - c. Activity suggestions to help boost memberships, such as:
 - i. Sharing SDG Library social media posts in community groups.
 - ii. Engaging with local businesses (e.g. supermarkets, markets, events).
 - iii. Reaching out to local organizations (e.g. sports teams, social clubs).
10. Board members are also invited to participate in the membership drive. In the spirit of friendly competition and bragging rights, Board members can join in by recruiting at least seven (7) new members during the month of October.
11. The membership drive will be promoted through multiple channels, including:
 - a. The SDG Library website
 - b. The SDG Library eNewsletter
 - c. Posters in SDG Library Branches
 - d. Social media platforms and community/group pages
 - e. Local municipalities

IMPACT ON 2025 BUDGET:

12. All promotional content will be developed in-house, minimizing external costs, and prizes will be procured using funds from the approved 2025 operating budget.



ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Conduct Community Outreach

STAFF REPORT

PREPARED BY: Emily Andrews – Community Librarian

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: September 11, 2025

SUBJECT: SDG Reads

BACKGROUND:

1. SDG Reads is a “One Book, One Community” program that encourages all residents across SDG Counties to read the same title before coming together for an evening with the author. SDG Reads selects Canadian authors to highlight the diverse talent of our Country, while building a sense of community through the shared experience of reading.

ANALYSIS:

2. The 2025 SDG Reads event will take place on October 6, 2025, featuring author Nita Prose, who will be discussing her bestselling series, *The Maid*. Nita is the #1 New York Times bestselling author of *The Maid*, which has sold more than two million copies worldwide. *The Maid* won the Ned Kelly Award for International Crime Fiction, the Fingerprint Award for Debut Novel of the Year, the Anthony Award for Best First Novel, and the Barry Award for Best First Mystery. This year’s SDG Reads event will feature all her novels within the Molly the Maid series: *The Maid*, *The Mystery Guest* and her newest novel, *The Maid’s Secret*, which was released on April 8, 2025.
3. The library catalogue offers multiple copies of all three titles in the series, as well as the companion novella. To ensure accessibility for all patrons, the collection is available in a range of formats, including standard print, large print, eBook, and eAudiobook. To support increased demand, an additional five (5) physical copies of each title were added to the library catalogue. Year to date, the three (3) titles in *The Maid* series have been borrowed 256 times, across all formats, demonstrating strong community interest.
4. Two (2) book club kits were created, each containing 12 copies of the book, *The Maid*. Between May and October, nine (9) book clubs have registered to borrow a kit, providing approximately 100 additional patrons the chance to read this title.
5. Titles were made available for in-branch purchasing as a fundraiser. To date, 73 copies have been sold, generating net sales of \$1,390.55, with approximately \$330 raised after costs.
6. A planning committee, comprised of management and branch staff, was established to support the successful delivery of the event. As part of the promotional efforts, staff created three (3) travelling displays, each themed around one of the titles in the trilogy. These displays are currently rotating through branches to generate awareness and engagement.



7. Longstanding sponsor P&L Printing generously donated large-scale vinyl wraps, which have been used to create two (2) oversized books. An oversized book was utilized at the May 20, 2025 County Council meeting to announce this year's author. Since May, the two books have been circulating to SDG Library branches, promoting this year's event.



Event Details

8. Registration for both the main event and the VIP session opened on September 8, 2025. The main event is free of charge for SDG Library cardholders, with registration managed through the online Events tool on the library's website. The VIP event is limited in capacity, with tickets available for purchase in-branch at a cost of \$25.
9. The VIP Event will be held on the night of the event at the Avonmore Branch at 4:30 p.m., offering an intimate opportunity for approximately 30 patrons to meet and interact with the author.

10. The main event will begin at 6:30 p.m. in the hall at North Stormont Place. The evening will include a silent auction and light refreshments. The silent auction will close at approximately 8:00 p.m., followed by a book signing with the author.

IMPACT ON 2025 BUDGET:

11. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Conduct Community Outreach

STAFF REPORT

<u>PREPARED BY:</u>	Rebecca Luck – Director of Library Services
<u>PREPARED FOR:</u>	SDG Library Board
<u>LIBRARY BOARD DATE:</u>	September 11, 2025
<u>SUBJECT:</u>	OLA Super Conference

BACKGROUND:

1. This year's OLA Super Conference is scheduled from January 28 to 31st, 2026, at the Metro Toronto Convention Center, in Downtown Toronto.
2. A preliminary schedule of sessions and workshops will be announced the week of November 10, 2025.
3. The 2025 Conference Theme is *We Persist*. Persistence is woven into every aspect of our profession. It is evident in our resilience in the face of existential challenges. It is evident in our steadfast efforts to build, and to bridge, and to make magic with increasingly fewer resources. It is evident in our every act of advocacy when the question is asked: what, and who, are libraries for anyway? Our persistence, our resistance, our belief in this work, is what makes our communities, our schools, and our organizations stronger.

There is an inherent grittiness, a quiet kind of determination in library and information work. As librarians, library workers, researchers, and educators, industry-wide budget cuts and systematic censorship is routine to us; material challenges place us deeply in the trenches of defending the freedom to read and intellectual freedom. We justify our existence in the face of every challenge, stiffening our resolve to represent our communities, to uplift underrepresented and equity-deserving voices, to raise awareness about the detrimental effects of losing libraries in schools, in colleges, in spaces of all kinds. And we do this work with passion and unending determination.

This work, this persistence that is so crucial to our professional roots, is collective action. Through sessions, workshops, socials and beyond at Super Conference 2026, we commit to not only recognizing but building on and celebrating this collective strength. We need one another, now more than ever before.

Together, we persist.

ANALYSIS:

4. We are seeking expressions of interest from any Library Board member wishing to attend.

IMPACT ON 2025 BUDGET:

5. N/A



ALIGNMENT WITH STRATEGIC PLAN:

Goal 3: Strengthen our Organization