



MEETING AGENDA
Stormont, Dundas and Glengarry County Library Board

Thursday, October 23, 2025, 5:00 p.m.

Chesterville Branch

1 Mill Street, Chesterville 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 - September 11, 2025	3
5. Delegations	
6. Consent Items	
a. Statistical Summary (Circulation) - August & September 2025	6
b. Statistical Summary (Quarterly) - July-September 2025	8
c. Financial Report - September 2025	21
d. Branch and Supervisors Reports - July-September 2025	22
e. Technical Services Report - July-September 2025	30
f. Community Librarian Report - July-September 2025	32
g. Communications & Marketing Report - July-September 2025	33
h. Director of Library Services Report - September 2025	35
i. Correspondence	
7. Action Items	
a. Library Board Self-Evaluation Policy - Review	36
8. Discussion Items	

a.	Reciprocal Borrowing - North Grenville	45
b.	DRAFT 2026 Budget - Library Services	47
9.	In Camera	
10.	Adjournment	

Stormont, Dundas and Glengarry County Library Board

Minutes

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

Morrisburg Branch

34 Ottawa Street, Morrisburg ON

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

Staff Present: Rebecca Luck, Director of Library Services; Maria Steffen, Communications and Marketing Coordinator; Emily Andrews, Community Librarian; Cheryl Servais, Information Services Coordinator; Rachel Vivarais, Administrative Assistant; Jessica Lomberg, District 2 Supervisor; Jennifer Bolton, Library Services Assistant (Morrisburg Branch)

1. **Call to Order** – Meeting was called to order at 5:04pm.

2. **Adoption of Agenda**

Moved by Jo-Anne McCaslin

Seconded by Jim 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 - June 19, 2025

Moved by Jason Broad

Seconded by Tony Fraser

That the Stormont, Dundas & Glengarry County Library Board approves the Minutes of the June 19, 2025 regular meeting, as written.

CARRIED

5. Delegations

Jennifer Bolton, Library Services Assistant at the Morrisburg branch, provided the Board with a quick overview of the branch.

5.1 Federation of Ontario Public Libraries - Dina Stevens

Dina Stevens, Executive Director at the Federation of Ontario Public Libraries (FOPL), provided the Board with an update on the organization's mandate, composition, 2025 Provincial priorities, recent successes, highlights, and member benefits.

6. Consent Items

Moved by Jo-Anne McCaslin

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) - June & July 2025

6.2 Statistical Summary (Quarterly) - April-June 2025

6.3 Financial Report - June, July & August 2025

6.4 Branch and Supervisors Reports - April-June 2025

6.5 Community Librarian Report - April-June 2025

6.6 Communications & Marketing Report - April-June 2025

6.7 Technical Services Report - April-June 2025

6.8 Director of Library Services Report - June, July & August 2025

6.9 Correspondence

7. Action Items

7.1 Board Succession Planning Policy – Review

Moved by Lachlan McDonald

Seconded by François Landry

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

CARRIED

7.2 Circulation Policy – Review

Moved by François Landry

Seconded by Jason Broad

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

CARRIED

8. Discussion Items

8.1 TD Summer Reading Club

8.2 UCDSB-PIC Parent Collection

8.3 Membership Drive

8.4 SDG Reads

8.5 OLA Super Conference

8.6 Performance Review of the Director of Library Services - Verbal Update

9. In Camera

10. Adjournment

Moved by Tony Fraser

Seconded by Jo-Anne McCaslin

That the Regular Meeting of the Stormont, Dundas and Glengarry County Library Board be adjourned, to meet again on October 23, 2025, at 5:00pm at the Chesterville Branch, or at the Call of the Chair.

CARRIED

Board Chair/Vice Chair

Secretary

SDG Library

August 2025 Statistical Summary

Branch & Open Hours Per Week	Circulation				Borrowers	Visitors	New Patrons
	Print & A/V	Digital Books	August 2025 Total	August 2024 Total			
CloudLink	0	12557	12557	7816			
Administration	247	28	275	223	28	NA	1
Alexandria (44)	3764	265	4029	3686	494	1649	35
Avonmore (20)	403	107	510	742	103	189	2
Chesterville (17)	704	127	831	935	141	396	0
Crysler (20)	1240	66	1306	901	130	412	6
Finch (16)	426	48	474	532	81	240	5
Glen Walter Express	42	9	51	75	15	NA	0
Ingleside (44)	1342	137	1479	1741	264	984	12
Iroquois (20)	806	79	885	1003	163	512	17
Lancaster (44)	1422	177	1599	1767	277	771	12
Long Sault (30)	1678	158	1836	2112	311	739	13
Maxville (16)	341	68	409	513	86	161	7
Morewood Express	43	0	43	0	8	NA	0
Morrisburg (44)	1928	160	2088	1977	390	1204	18
South Mountain (16)	951	84	1035	808	162	332	11
St. Andrews Express	45	9	54	76	19	NA	0
Williamsburg (16)	593	60	653	728	100	271	3
Williamstown (17)	913	117	1030	932	133	294	9
Winchester (44)	2415	236	2651	2215	365	1446	19
SYSTEM TOTAL	19303	14492	33795	28782	3270	9600	170

"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	4869
cloudLibrary-Collection Usage	9623
Total	14492

SDG Library

September 2025 Statistical Summary

Branch & Open Hours Per Week	Circulation				Borrowers	Visitors	New Patrons
	Print & A/V	Digital Books	September 2025 Total	September 2024 Total			
CloudLink	0	11780	11780	7565			
Administration	246	25	271	248	23	NA	0
Alexandria (44)	3507	224	3731	3357	476	1354	60
Avonmore (20)	541	84	625	565	113	218	9
Chesterville (17)	744	104	848	866	153	354	6
Crysler (20)	1121	59	1180	898	132	396	23
Finch (16)	404	32	436	591	73	321	6
Glen Walter Express	36	6	42	78	12	NA	2
Ingleside (44)	1260	109	1369	1629	266	1048	8
Iroquois (20)	676	75	751	989	154	535	9
Lancaster (44)	1237	183	1420	1525	249	587	9
Long Sault (30)	1665	155	1820	1944	314	687	17
Maxville (16)	314	64	378	620	88	144	3
Morewood Express	43	0	43	35	7	NA	1
Morrisburg (44)	1441	132	1573	1628	312	1057	12
South Mountain (16)	914	80	994	725	148	285	8
St. Andrews Express	66	11	77	65	17	NA	0
Williamsburg (16)	605	52	657	697	94	282	12
Williamstown (17)	712	83	795	833	132	244	1
Winchester (44)	1941	210	2151	2098	328	1012	21
SYSTEM TOTAL	17473	13468	30941	26956	3091	8524	207

"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	4686
cloudLibrary-Collection Usage	8782
Total	13468

SDG Library

Third Quarter 2025 Detailed Circulation Statistics

Branch & Open Hours per Week	English			French			Audio Visual	Inter- library Loan	Other	Magazines	Digital Books	Q3 2025 Total	Q3 2024 Total	Borrowers	New Members
	Adult	Juvenile	Teen	Adult	Juvenile	Teen									
Cloudlink											38,990	38990	23256	NA	NA
Administration	418	143	88	26	30	1	35	5	50	2	86	884	791	51	1
Alexandria (44)	3172	3246	288	320	1763	35	1726	36	243	233	756	11818	10575	1463	134
Avonmore (20)	421	728	98	0	184	3	107	14	48	10	304	1917	2188	327	19
Chesterville (17)	794	839	94	9	43	0	382	4	64	80	353	2662	2798	448	16
Crysler (20)	688	1086	235	140	1236	36	196	9	35	0	189	3850	2897	390	41
Finch (18)	267	659	117	4	162	18	58	10	28	0	116	1439	1657	233	22
Glen Walter Express	123	9	14	0	1	0	1	0	0	0	27	175	225	47	2
Ingleside (44)	1724	1061	179	64	136	0	336	25	132	206	392	4255	5293	814	37
Iroquois (20)	1036	836	78	1	24	0	235	18	48	44	255	2575	3232	472	35
Lancaster (44)	2052	1025	137	40	173	1	354	23	179	87	527	4598	5160	783	36
Long Sault (30)	1688	2267	214	9	133	0	684	52	78	114	487	5726	5741	941	58
Maxville (16)	309	264	61	2	77	0	190	4	104	0	225	1236	1670	272	16
Morewood Express	37	44	10	0	31	0	1	0	1	0	0	124	92	22	1
Morrisburg (44)	1694	1911	315	23	88	3	832	31	182	102	433	5614	5612	1072	61
South Mountain (16)	936	1286	106	1	78	0	283	5	79	10	244	3028	2609	467	39
St. Andrews Express	117	29	7	0	5	0	10	2	5	0	21	196	212	52	0
Williamsburg (16)	605	802	56	0	29	0	252	2	44	104	164	2058	2247	293	20
Williamstown (17)	822	1248	44	2	130	0	319	5	127	74	309	3080	2693	411	21
Winchester (44)	1708	3412	358	8	252	0	931	52	203	100	662	7686	7026	1049	82
SYSTEM TOTAL	18611	20895	2499	649	4575	97	6932	297	1650	1166	44540	101911	85974	9607	641
	42005			5321											

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

Digital Books	
Q3 2025	Q3 2024
44540	28623

Interlibrary Loans*	
Q3 2025	Q3 2024
324	537

*shipped items

SDG Library

Third 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)	4833	25	21	156	20	8	61	325	76	8	841	855
Avonmore (20)	710	0	1	5	1	0	14	56	0	2	51	66
Chesterville (17)	1271	10	26	20	0	0	23	50	0	3	60	38
Crysler (20)	1308	58	77	49	0	0	6	78	5	2	40	30
Finch (16)	813	74	23	52	4	0	0	67	18	3	96	53
Glen Walter Express												
Ingleside (44)	3003	13	93	28	21	62	153	215	0	4	219	188
Iroquois (20)	1710	10	58	22	2	0	28	235	0	2	87	95
Lancaster (44)	2242	52	62	103	38	0	82	81	0	2	97	58
Long Sault (30)	2244	0	95	13	17	10	219	165	0	3	118	72
Maxville (16)	491	4	1	5	1	0	66	23	0	2	21	10
Morewood Express												
Morrisburg (44)	3642	3	37	55	60	3	167	129	24	5	528	337
South Mountain (16)	978	5	25	6	2	0	2	94	0	2	42	22
St. Andrews Express												
Williamsburg (16)	809	26	27	14	0	5	4	82	0	2	40	18
Williamstown (17)	918	27	20	19	14	1	30	142	0	1	14	4
Winchester (44)	3891	5	71	84	32	7	43	266	0	4	843	593
SYSTEM TOTAL	28863	312	637	631	212	96	898	2008	123	45	3097	2439
							3029					

Database Usage		
Database	Q3 2025	Q3 2024
Ancestry Library	27	84
NewsStand	612	845
LinkedIN Learning	31	67
Comics Plus	180	0
Novelist	389	381
PressReader	16920	15562
Biblio+	605	0
Kanopy	1087	1430
Mango	242	54
World Book Suite	13	19
Cantook	39	49
Creative Bug	39	63

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

INFORMATION REPORT

<u>PREPARED BY:</u>	Cheryl Servais – Information and Services Coordinator
<u>PREPARED FOR:</u>	SDG Library Board
<u>LIBRARY BOARD DATE:</u>	October 23, 2025
<u>SUBJECT:</u>	2025 Third 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.

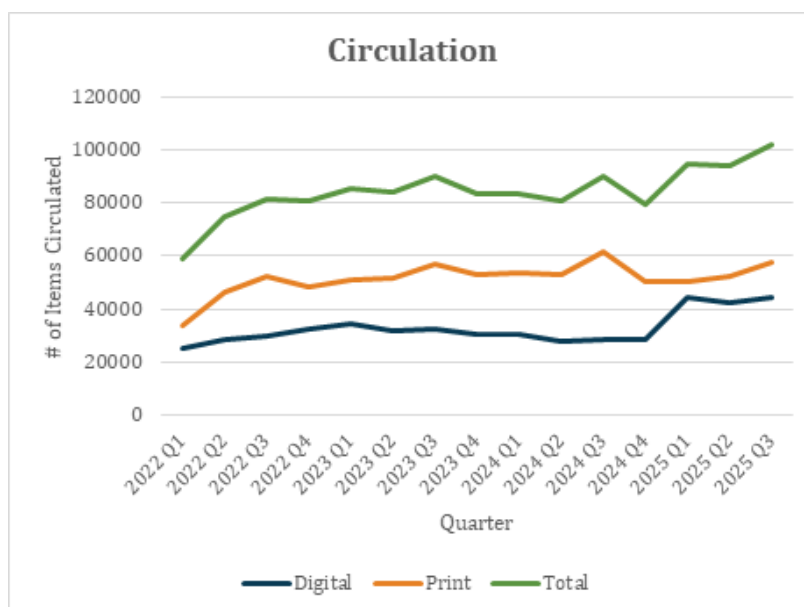
Quarterly reviews allow staff and stakeholders to:

- 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 third quarter of 2025, spanning July, August and September 2025:

Circulation



Quarter	Digital	Print	Total	Digital Change (%)	Print Change (%)	Total Change (%) in Overall Circulation
Q3 2025	44,540	57,371	101,911	+5.90%	+9.71%	+8.01%
Q2 2025	42,058	52,293	94,351			

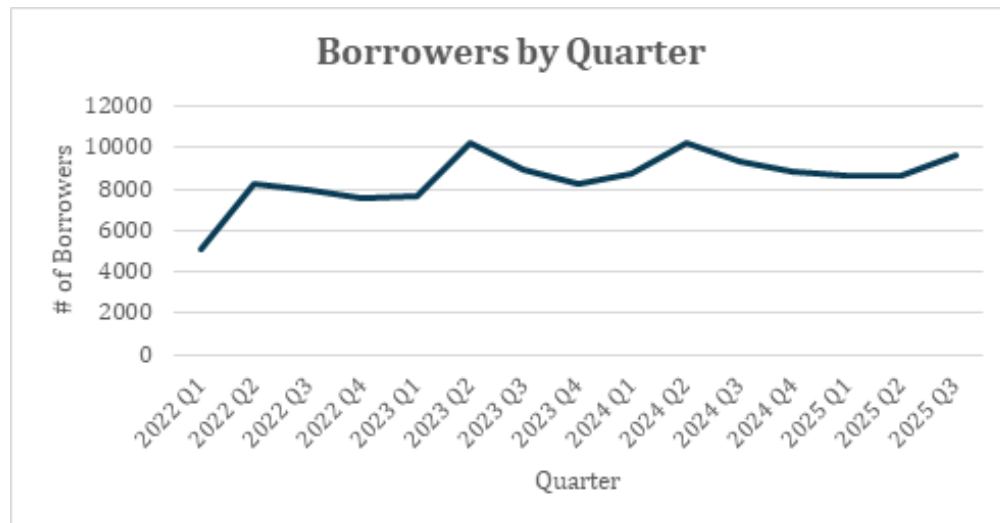
Total circulation rose by 8.01%, reflecting strong overall growth in library usage. Print circulation experienced the largest increase at 9.71%, suggesting a renewed interest in physical materials. Digital circulation also grew by 5.90%, demonstrating continued engagement with online resources. This upward trend across both formats highlights a healthy balance between traditional and digital library services. Summer Reading Club activities and reading challenges likely contributed to the circulation boost during the summer months.

Circulation Comparison of Physical Collections			
Physical Collection	Q3 2025	Q2 2025	% Change
English Adult	18,611	17,505	+6.32%
English Juvenile	20,895	18,128	+15.26%
English Teen	2,499	2,538	-1.54%
French Adult	649	452	+43.58%
French Juvenile	4,575	4,450	+2.81%
French Teen	97	106	-8.49%
Audio Visual	6,932	6,529	+6.17%
Interlibrary Loan	297	253	+17.39%
Other	1,650	1,538	+7.28%
Print Magazines	1,166	794	+46.85%
Digital Books	44,450	42,058	+5.69%

Most collection categories saw increases in circulation, with only two experiencing small declines. The strongest growth was concentrated in French materials, magazines, and interlibrary loans. Print Magazines saw the highest growth a 46.85% increased compared to Q2. This shows a renewed interest in print periodicals. French Adult collections also saw a significant increase in circulation with a 43.58% increase over Q2. This could be attributed to the collection development and acquisition work from the Technical Services team as well as a collection maintenance project coordinated with the District Supervisors. Interlibrary Loan circulation also increased by over 17% and was trending back to previous numbers which were in decline with the transition to a new platform at the end of 2024 and the first Canada Post strike in November of 2024. Digital books continued to represent the largest single circulation category. Teen materials were the only collection area to see decreases in both English and French,

possibly due to shifting priorities and routines, with many teens taking on part-time employment during the summer months.

Borrowers



Period	Active Borrowers	Change	% Change
Q3 2025	9,607	+909	+10.45%
Q2 2025	8,698		

The library saw a strong rise in active borrowers in Q3, with more than a 10% increase in engagement over the previous quarter—an indication of growing usage and reach.

Visitors



Period	Visitors	Change	% Change
Q3 2025	28,863	+2,443	+9.25%
Q2 2025	26,420		

Library visits rose significantly in Q3, with nearly a 10% increase in foot traffic compared to the previous quarter. This upward trend aligns with growing engagement reflected in borrower and circulation activity.

New Members



Period	New Members	Change	% Change
Q3 2025	641	+165	+34.66%
Q2 2025	476		

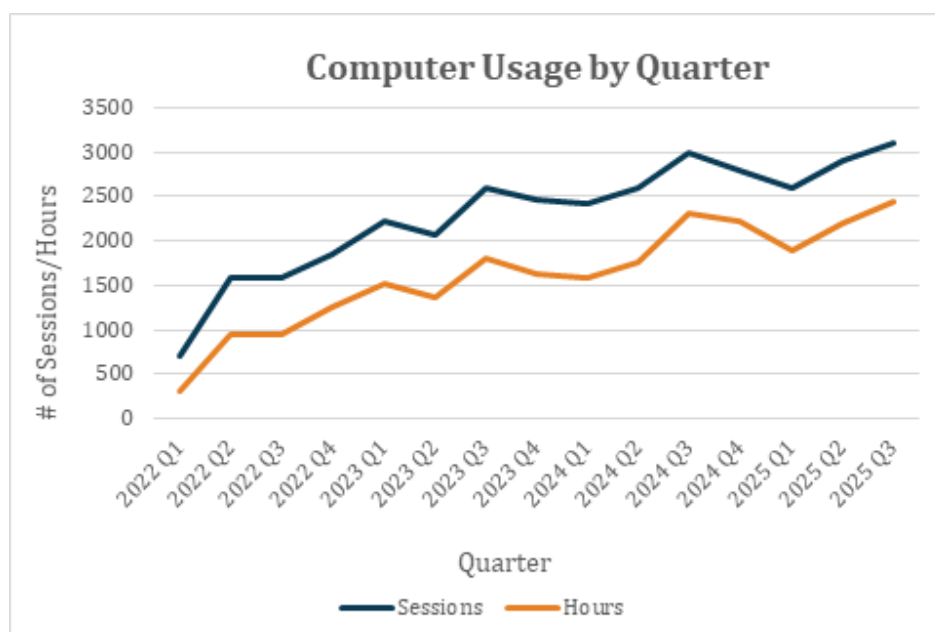
New member registrations increased significantly in Q3 2025, reaching 641, up from 476 in Q2 2025. This represents a growth of 165 new members, or a 34.66% increase quarter over quarter.

This strong upward trend indicates heightened community engagement and successful outreach or promotional efforts during the period. The growth may also reflect the impact of summer programming, events, or membership campaigns (Every Kid a Card) that typically attract new users during the summer months.

New Members by Patron Code		
Patron code	Q3	Q2
Adult	414	315
Juvenile	214	145
Non-resident	4	6
Reciprocal	3	3
Reduced Barrier	2	0
Institutional	2	5
Other	2	2

Note that *Non-Resident*, *Reciprocal* and *Reduced Barrier* patron codes includes both adults and juvenile cards. The *Other* patron code includes library staff cards, CELA and Homebound patrons.

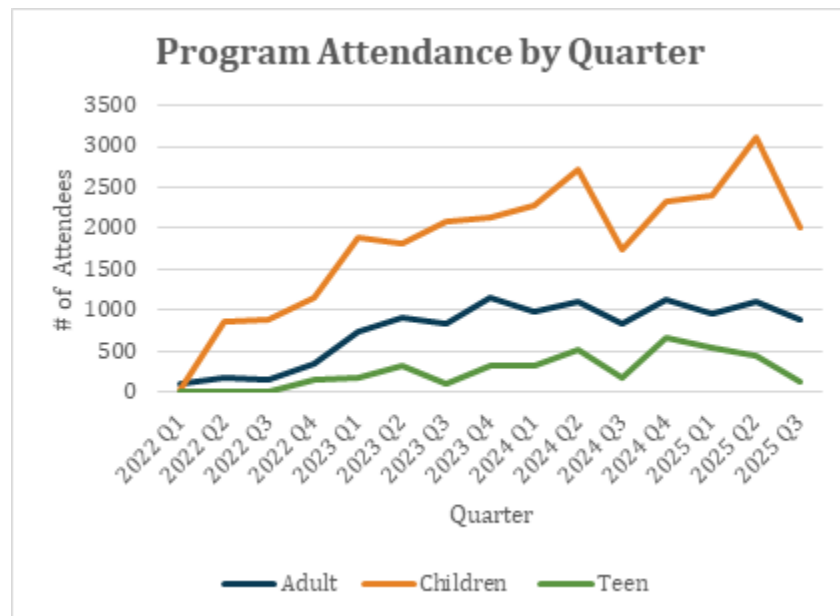
Computer Use



Period	Sessions	Hours Used	Session Change	Hours Change
Q3 2025	3,097	2,439	+6.28%	+10.86%
Q2 2025	2,914	2,200		

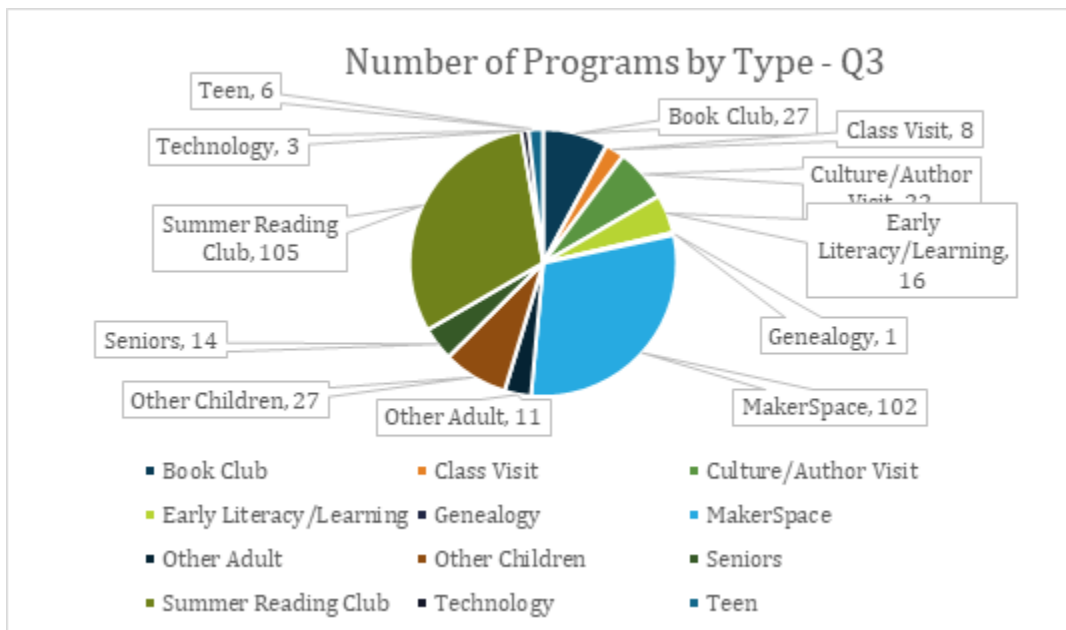
More people were using library computers, with sessions up by over 6%. Total time spent increased even more sharply—nearly 11%—suggesting longer or more engaged use per visitor. The combination of rising sessions and hours indicates sustained demand for in-library technology access.

Library Programs



Audience	Q3 2025	Q2 2025	Change	% Change
Adult	898	1,098	-200	-18.21%
Children	2,008	3,122	-1,114	-35.68%
Teen	123	438	-315	-71.92%
Total	3,029	4,658	-1,629	-34.98%

Overall program attendance dropped in Q3 for all audiences. This drop can be attributed to fewer programs being offered (343 programs offered in Q3 compared to 424 programs in Q2). During the summer months programming was focused on the Summer Reading Club, and many programs went on hiatus for the summer and would normally resume in September.



Program Type	# of Programs	Attendance	Average Attendance per Program
Book Club	27	162	6
Class Visit	8	187	23
Culture/Author Visit	22	123	6
Early Literacy/Learning	16	151	9
Genealogy	1	6	6
MakerSpace	102	625	6
Other Adult	11	66	6
Other Children	27	276	10
Seniors	14	100	7
Summer Reading Club	105	1301	12
Technology	3	3	1
Teen	6	29	5

The Library delivered a diverse and well-rounded program lineup in Q3 2025, offering 342 programs with a total attendance of 3,029, averaging 9 attendees per session.

Programming in Q3 2025 reflects a strong emphasis on children's literacy, creativity, and community engagement, particularly through summer initiatives and MakerSpace activities. Summer Reading Club and MakerSpace made up over 60% of all programs. While adult participation remains steady, there is potential to expand teen and technology engagement through targeted outreach or program redesign.

Database Review – Ancestry Library Edition

Ancestry Library Edition is a research database that provides access to a vast collection of genealogical resources, including census records, birth and death certificates, immigration and military records, and more. It is designed specifically for use in libraries, offering patrons a powerful tool to explore family history and build detailed family trees.

This database supports local history research, lifelong learning, and personal discovery. It appeals to a wide range of users—from casual hobbyists to serious genealogists—and encourages community engagement through shared exploration of heritage.

	Q3	Q2	Q1
Searches	530	949	1,692
Sessions	27	54	79

The Library offers programs, such as the Ancestry Club, which provides training and assistance on using Ancestry Library Edition. Programming has a significant impact on usage by engaging patrons interested in genealogy. A total of eight (8) genealogy programs were offered across the three quarters, with a combined attendance of 75 participants. The average attendance across all genealogy programs from Q1 to Q3 is approximately nine (9) participants per program.

Currently genealogy programs, such as Ancestry Club, are only offered monthly at the Ingleside Branch.

Database Review – Creativebug

Creativebug is a subscription-based platform offering thousands of high-quality video classes in arts and crafts. Taught by experienced designers and artists, the classes cover a wide range of topics including painting, knitting, jewelry making, and baking.

Courses are available for all skill levels across diverse categories such as art and design, sewing and quilting, knitting and crochet, paper crafts, and more. Members can access classes anytime via a web browser or the Creativebug mobile app, with the option to download content for offline viewing.

Users also benefit from downloadable patterns, templates, recipes, and printables to support their projects. The platform encourages community engagement through live events, class discussions, and a member gallery where users can share their finished work.

Quarter	Sessions	Active Users	New Users
Q1	65	45	17
Q2	62	39	2
Q3	43	29	6
Total	170	113	25

	Q3		Q2		Q1	
Category	Unique Viewers	Videos Viewed	Unique Viewers	Videos Viewed	Unique Viewers	Videos Viewed
Art + Design	3	25	11	48	17	75
Food + Home	0	0	6	28	4	14
Jewelry	2	8	2	16	2	8
Kids + Teens	1	2	3	18	1	4
Paper	2	7	2	5	2	5
Sewing	2	7	4	8	6	28
Yarn Crafts	1	1	3	8	6	21
Total	5	21	31	131	38	155

Database Review – Mango Languages

Mango Languages is a user-friendly online language-learning platform that helps learners build conversational skills in over 70 languages, including PIM (for children) and ASL (American Sign Language). Available via web browser and mobile apps, Mango uses a conversation-based approach that emphasizes practical, everyday language over memorization of grammar rules.

Lessons are structured into units and chapters, often starting with native-speaker dialogues that are broken down into manageable parts. Features like audio comparison, color-coded translations, and cultural notes enhance the learning experience, while spaced repetition helps reinforce retention.

One of Mango's biggest advantages is its accessibility. It is especially useful for beginners and those interested in less commonly taught languages, including endangered dialects. Mango Languages is a valuable tool that supports lifelong learning, cultural exploration, and digital literacy. Its intuitive design and broad language offerings make it an engaging resource for patrons of all ages and backgrounds.

User Activity					
Q3		Q2		Q1	
Total Sessions*:	242	Total Sessions*:	143	Total Sessions*:	117
Web Sessions:	57	Web Sessions:	51	Web Sessions:	76
Mobile Sessions:	185	Mobile Sessions:	92	Mobile Sessions:	41

* A session may include more than one language if the user studies multiple courses while logged in.

Learning Time					
Q3		Q2		Q1	
Total Learning Time:	59:38	Total Learning Time:	23:36	Total Learning Time:	13:51
Average Learning Time:	00:14	Average Learning Time:	00:10	Average Learning Time:	00:08

Top 10 Languages					
Q3		Q2		Q1	
Language	# of Uses	Language	# of Uses	Language	# of Uses
Italian	119	French	45	French	34
French, Canadian	28	French, Canadian	44	Spanish, Latin American	16
Spanish, Latin American	20	Spanish, Latin American	21	French, Canadian	14
French	19	German	11	Swedish	12
Japanese	15	Italian	9	American Sign Language (ASL)	9
American Sign Language (ASL)	11	Indonesian	8	Italian	6
Korean	3	American Sign Language (ASL)	2	German	4
Dutch	2	Arabic, Levantine	2	Japanese	3
Indonesian	2	Chinese, Mandarin	1	Korean	3
Irish, Standard	2	Dutch	1	Pirate	2

Database Review – LinkedIn Learning

LinkedIn Learning is an online educational platform offering thousands of high-quality video courses taught by industry experts. Covering a wide range of topics—from technology, business, and creative skills to personal development, it supports lifelong learning and professional growth.

LinkedIn Learning complements academic programs by offering flexible, self-paced learning on in-demand skills like data analysis, leadership, coding, and communication. It promotes digital literacy and career readiness, and the courses help users build competencies aligned with workforce expectations, enhancing employability and career advancement. It is an accessible and inclusive learning platform and with mobile access, closed captioning, and content in multiple languages, it meets diverse learning needs and styles. Offering LinkedIn Learning empowers the SDG Library to be a hub for skill-building, professional development, and equitable access to knowledge.

Activated Users	293
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	Q3	Q2	Q1
People Logged In	26	39	44
Unique Viewers	17	32	37
Hours Viewed	12:58:15	44:37:47	35:20:27
Course Views	66	170	181
Course Completions	2	21	14
Video Views	232	901	756
Video Completions	160	712	519

Learning Path Views	2	4	9
Article Views	3	1	6
Article Completions	3	1	6
Role Guide Views	2	9	5

Top 20 LinkedIN Learning Courses/Videos of Q3

Content Name	Content Type	Skill
Making sense of a complex world	Video	Systems Thinking
Systems Thinking	Course	Systems Thinking
Excel Essential Training (Microsoft 365)	Course	Microsoft Excel
Excel fundamentals: What can it do?	Video	Microsoft Excel
Shortcut menus and the mini toolbar	Video	Microsoft Excel
Understanding Excel workbooks and worksheets	Video	Microsoft Excel
Build an ecommerce store	Video	WordPress
Web Video for Business: 2 Editing and Publishing	Course	Video Post-Production
Learn to edit and publish a web series	Video	Video Post-Production
Use Excel Help	Video	Microsoft Excel
Getting started with Excel for Microsoft 365	Video	Microsoft Excel
Excel's ribbon menu and the Quick Access Toolbar	Video	Microsoft Excel
WordPress: Ecommerce	Course	WordPress
Digitize your lettering	Video	Adobe Illustrator, Hand-lettering
Use built-in functions	Video	Microsoft SQL Server
Tips and tricks for spending less time in QuickBooks Online	Video	QuickBooks Online
Being good at Excel	Video	Accounting, Microsoft Excel
Chemically processing the film in a kitchen	Video	Black-and-White Photography
Analog Photography: Shooting & Processing Black-and-White Film	Course	Black-and-White Photography
Install SQL Server on your PC	Video	Microsoft SQL Server

LIBRARY MONTHLY STATEMENT

Date : Oct 15, 2025

Time : 9:14 am

For Period Ending 30-Sep-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	-14,279	-9,500	4,779	-18,418	-10,000	8,418
DONATIONS & SALES	-5,567	-6,500	-933	-11,476	-5,750	5,726
TRANSFER FROM RESERVES	0	-153,542	-153,542	-218,914	-308,332	-89,418
Total REVENUE	-20,346	-306,803	-286,457	-389,384	-465,143	-75,759
EXPENSES						
FULL TIME WAGES & BENEFITS	791,197	1,068,303	277,106	955,005	977,450	22,445
BRANCH WAGES & BENEFITS	683,822	991,494	307,672	929,348	915,069	-14,279
STUDENT WAGES & BENEFITS	23,589	23,618	29	22,289	23,408	1,119
BOARD MEETINGS & DEVELOPMENT	9,074	15,452	6,378	9,078	13,232	4,154
STAFF MILEAGE	6,145	6,000	-145	8,374	10,372	1,998
STAFF TRAINING & DEVELOPMENT	15,632	22,685	7,053	14,211	24,918	10,707
PRINT MATERIAL	108,380	185,500	77,120	179,763	185,500	5,737
DIGITAL BOOKS	50,505	87,000	36,495	93,195	95,000	1,805
DATABASE SUBSCRIPTIONS	61,237	73,028	11,791	59,865	66,526	6,661
MAGAZINES, PERIODICALS & LEASED BOOKS	3,258	3,655	397	3,863	3,950	87
SUPPLIES & EQUIPMENT	17,690	28,650	10,960	28,929	28,470	-459
CREDIT CARD FEES	147	200	53	167	115	-52
PHONES & INTERNET	37,290	56,309	19,019	53,355	57,496	4,141
PROMOTIONS & WEBSITE	73,695	68,800	-4,895	65,415	75,030	9,615
PUBLIC PROGRAMS	4,737	10,400	5,663	11,870	12,400	530
COMPUTER PURCHASES	5,933	9,300	3,367	7,204	7,929	725
SOFTWARE SUPPORT	46,859	50,255	3,396	41,209	52,548	11,339
DELIVERY & OUTREACH VEHICLES	910	29,500	28,590	29,395	32,000	2,605
COPIERS & PRINTERS	2,745	6,500	3,755	7,434	10,000	2,566
COPYRIGHT & PERFORMANCES LICENSES	1,608	1,700	92	2,113	2,319	206
BRANCH CLEANING	1,569	5,000	3,431	3,577	5,000	1,423
BRANCH RENTS, INSURANCE & SECURITY	244,442	250,833	6,391	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	2,379,396	3,206,056	826,660	3,033,120	3,108,879	75,759
Total GENERAL FUND	2,359,050	2,899,253	540,203	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>	October 23, 2025
<u>SUBJECT:</u>	Branch & Supervisor Reports

DISTRICT 1

CHESTERVILLE BRANCH: (Mitch C.)

- Young readers enjoyed the TD Summer Reading Program. Thursday afternoons saw strong attendance as children came into the branch for stories, crafts, and games.
- Patrons who regularly attended the bi-weekly “Knitting Circles” were thrilled to view the new knitting books in the Library’s collection.
- The book club, “Book, Line and Thinkers” met in August to review the book Belladonna by Adlyn Grace. The evening was well attended with lively discussion. Upcoming book for next meeting is The Maid’s Secret by Nita Prose, the SDG Reads 2025 author.
- In July, a program was held to learn the basics of wet felting using a resist. Wet felting is a technique that uses water, soap, and friction to turn wool fibers into fabric. This technique was used by attendees to make a flower. The program was fully attended and all enjoyed learning a new skill.

CRYSLER BRANCH: (Ian N.)

- We kicked off our new “Drawn to the Library” series with colourful energy. On the first Saturday of the month our outdoor reading patio, generously supported by the Crysler Friends of the Library, was transformed into a vibrant canvas of chalk art. The creativity and enthusiasm of our young patrons turned the space into a gallery under the summer sun.
- As the community prepared for back-to-school season, our Branch underwent a thoughtful refresh. Much of our collection was reorganized to highlight French-language materials, ensuring that la rentrée was as inspiring and accessible as possible for our bilingual learners.
- Our teen “Back to Cool” art wall was a hit. Teens were invited to drop in, grab art supplies, and contribute their own designs to a temporary installation of living art. The result was a collaborative, colourful display! It serves as proof that creativity flourishes when you give teens the space to make their mark.

MAKERLAB/FINCH BRANCH (Josée C.)

- Over in the MakerLab patrons had an awesome time creating clay sculptures using Air Dry Clay in July. That event saw LSA Jo teach basic art techniques to 10 patrons who created items such as a small octopus, a bowl (exclusively for chips on movie night!) and decorative mushroom figures.
- In August, the MakerLab played host to its very first “Bad Art Night” event that went off fantastically. Patrons were encouraged to create their best (worst?) “disasterpieces” using a variety of provided supplies. It was chaotic and fun, and in the end, we crowned the worst artists with an ugly ribbon and a button to proudly display their awfulness at art. The winning art piece

was titled 'The Mysterious Ramen' and included a fake worm crawling out of a straw and creative applications of red and green paint.

- The MakerLab happily welcomed patrons to its "Science in Bloom" event. It was messy but educational and fun! We had a great time learning about the parts of flowers, and their uses, by dissecting a flower. Everyone enjoyed making seed balls afterwards.
- September marked the return of hockey at the arena and brought in new and returning visitors.

SOUTH MOUNTAIN BRANCH (Ginette T.)

- The Branch kicked off the summer with "Movies at the Library" screening Dog Man in the children's section. Popcorn and other refreshments were served. While here, families also explored games and activities that are available for children at the Branch.
- South Mountain Branch opened in the evening on Wednesday, July 23 as the community came together for Meet Me on Main Street, which set up just outside the branch. Members of the public could look around the branch, ask about services and register for a library card. Many were impressed by the wide range of services — from the Library of Things to streaming services like Kanopy and Biblio+.
- Children had lots of fun taking part in this year's TD Summer Reading Club. The families enjoyed the crafts and activities with most children attending week after week. The reading club wrapped up with a pizza party that was made possible by the Friends of the South Mountain Library Resource Centre.
- Over the summer, the Branch also hosted two craft days that were led by community volunteer Allanna of the South Mountain Recreation Association. Allanna provided recycled crafting materials as well as her expertise to help children create Junior Home-craft exhibits for the South Mountain Fair. Members of the public were also able to pick up exhibit tags at the Branch throughout the summer.
- In September, the "Homeschool Explorers" program resumed with a "roll-icking" start. During the first session, children built marble mazes from the Library's Brainometry Mini Maker kit. Parents expressed that their children were excited to reconnect with friends they had met at this program for homeschooling families.
- Adult non-fiction shelves were shifted away from the wall to improve accessibility at the branch. Other collections were moved to new locations too. Many patrons commented that the changes made the branch seem larger and brighter.

WINCHESTER BRANCH (Jessica L. and Chantal N.)

- July saw many patrons escaping the heat. Many arrived before the Branch opened and stayed until closing. Combined with well attended programs, tech assistance, a new Outreach connection made with Naomi House, and many new Library memberships, the Branch was busy!
- August was filled with passive fun in the branch. Daily use of coloring sheets, maker kits, computers, videogames, puzzles, board games, and toys made the library the place to be for children and families enjoying their summer vacations.
- With the start of school and beginning of fall programming ramped up once again at the Winchester Branch. Two favorite programs returned, "Homeschool Explorers" and "After School Club". Staff also tried a new trivia program "Stump the Librarian" which was popular with patrons.
- Class visits resumed with Winchester Public School, with returning and new classes visiting.
- Requests for tech help over the summer months continued to increase.

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 District meeting for District 1.
- Facilitated training of a new CSA in District 1.
- Co-ordinated site visits to all North Dundas Branches with the North Dundas Fire Chief to discuss best practices and muster points, as well as updating the fire plans.
- Trained staff in Morrisburg and Alexandria on the new Bambu Lab P1S 3D printers.
- Outreach: Attended the Friends of Crysler Library's annual community supper alongside our Community Librarian.
- Outreach: Represented the SDG Library at the Morewood Recreation Association's National Truth and Reconciliation event.
- Professional development: Lunch and Learn Training from the National Centre for Truth and Reconciliation daily September 22-26.

DISTRICT 2

INGLESIDE: (Linda P. and Colleen C.)

- The Summer Reading Club maintained high and consistent participation, averaging 15 children per session, supporting continued reading engagement throughout the summer months. The Ingleside Branch also remained a busy community hub, hosting weekly social clubs including "Knitting Club", "Swedish Weaving", and "LEGO Club", offering programs that appealed to a wide range of interests and ages.
- The "Ancestry Club" began its fall session, welcoming new members and sharing updates from summer genealogy research. Participants explored family history using the Library's free Ancestry Library Edition resource.
- With the return of the school year, class visits resumed with LSA Colleen, who also launched her fall session of Family Storytimes. Colleen facilitates these programs with enthusiasm, engaging children in early literacy through fun and interactive activities.
- The "Ingleside Book Mates" Book Club met to discuss The Maid by Nita Prose, this year's SDG Reads title, and Frozen River by Ariel Lawhon. The group enjoyed lively discussions about both books, appreciating the diverse perspectives and experiences shared among members. Twelve participants plan to attend the upcoming SDG Reads event in Avonmore.
- The Ingleside Branch also welcomed several returning visitors over the fall months, including former patrons now living abroad. One family from Japan stopped in for a visit after eight years away, and another former patron, currently studying medicine in Canada after completing a degree at the University of Edinburgh, also reconnected with staff. These visits highlighted the lasting connections the branch has built with its community over the years.

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

- The Summer Reading Club averaged 40 participants per session and maintained strong engagement throughout the summer. The Summer Reading Club Junior Edition sessions were well attended by younger readers, and two teen patrons completed the Teen Shelf Care Summer bingo challenge. Overall, youth participation and reading engagement remained high all summer.
- The Iroquois Branch hosted the SDG Reads “Display #2,” which generated strong interest and conversations about the featured author, Nita Prose, and helped promote the annual event.
- The Iroquois Branch Book Club, “POP!” was well attended throughout the summer, with participants enjoying themed desserts and lively discussions about their monthly reads.
- Staff continue to assist members new to the community find the information they are looking for, including senior support services, county archive information, and library services. Many community members visited the branch to cool down and use library services like Wi-Fi and Public Access Computers.

LONG SAULT: Christine D. and Caleigh B.)

- Summer Reading Club was a great success, with participation increasing as new families joined the library community. Children stayed engaged throughout the program, exploring stories and crafts themed around world travel.
- The Long Sault Branch launched “Junior Yarn Stars,” a new program introducing children to crochet. The first session welcomed eight participants, including parents eager to learn alongside their children.
- Family Storytime with LSA Christine resumed after the summer break to enthusiastic attendance. She continued to combine library resource Storytime Kits with her own collection of props to create engaging sessions.
- The weekly program “Paint and Connect” (formerly *Watercolour Fridays*) returned this month, expanding into new painting mediums. The group welcomed new participants and continued to produce creative artwork.
- To celebrate Jim Henson’s birthday on September 24, the branch featured a themed display of books, movies, and fun facts, along with a replica Kermit puppet on loan from My Puppet Pal. The celebration concluded with a screening of Muppets Most Wanted, made possible by the branch’s newly acquired television.

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

- Staff continued to connect with the community through outreach initiatives, including participation in the *All About the River* event at the Morrisburg waterfront. LSAs Jenn and Cheryl engaged with over 200 attendees, promoting library services through fun, interactive activities such as a prize wheel. Monthly outreach also continued at Chartwell Hartford.
- Staff provided numerous reader’s advisory interviews, assisting patrons in finding summer reads suited to their interests. Computer use remained high across the branch’s five Public Access Computer stations, with several patrons receiving one-on-one technology help.

- The Morrisburg Branch celebrated National Dog Day on August 26 with a “Dog Days of Summer Party.” In partnership with the MakerLab, participants created custom sublimation keychains, enjoyed games and cupcakes, and received take-home doggie treat bags.
- Several recurring programs resumed in September following the summer break, including the “*Spice Club*”, “*After School Club*”, and school visits. The “*Morrisburg Page Turners*” Book Club also held a well-attended meeting on the first Tuesday of the month.
- “*The Fiction Fellowship*” writing group continued to grow, with several new inquiries and a mailing list of 13 members, including seven regular participants.
- The Morrisburg Branch hosted a successful *Playdough Lab* program in celebration of National Playdough Day, where 12 participants created their own colorful playdough in a fun, hands-on session that engaged all ages.

WILLIAMSBURG BRANCH: (Rose D.)

- The Williamsburg Branch experienced a busy summer at J.C. Whitteker Park. Visitors drawn by baseball games, tournaments, and playground activities often stopped in to enjoy the library’s air conditioning, public computers, and welcoming space.
- The Summer Reading Club was a success, with families consistently participating in weekly activities and branch scavenger hunts that kept children engaged throughout the program.
- LSA Rose continued monthly outreach with Dundas County Hospice, visiting on the third Wednesday of each month. This ongoing initiative fosters connections with volunteers and provides books, large print magazines, and friendly conversation to those accessing Hospice services.
- The Williamsburg Branch hosted a well-attended “Altered Book Craft Night”. Registration filled a week in advance, and participants enjoyed transforming gently used hardcover books into unique art journals.
- Themed Storytimes returned in September, beginning with an *Apple* theme. Preschoolers enjoyed apple-themed stories and created their own apple tree crafts.
- The Williamsburg Harvestfest, held just outside the Library at J.C. Whitteker Park, created a lively atmosphere that drew 189 community interactions. Library staff hosted a prize wheel activity featuring branded giveaways, attracting nearly 60 visitors into the branch to browse collections and participate in crafts and colouring activities.

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.

- Facilitated District Meeting, provided MakerLab Heat Press Training.
- Participated in the planning, set-up and hosting of the SDG Reads event.
- Facilitated interviews for open CSA positions.
- Professional development: SDG Library 3D Printer Training and Joint Health and Safety Committee Part 2 Certification.

DISTRICT 3

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

- “TD Summer Reading Club” had strong attendance all summer long. Both the French and English program attendees had a tremendous amount of fun reading, playing games, and discovering the Alexandria Library.
- LSA Iris performed outreach to the Boys & Girls Club Summer Camp. A storytime was delivered for the children who appreciated the summer themed titles. As a result, the Branch has arranged ongoing visits for the Boys & Girls Club. The first visit featured a library orientation session, colouring and an exploring of coding with the ever-popular Sphero Indis.
- SDG Reads titles were flying off both the hold shelf and our sale shelf. Patrons were very eager for registration to open in September and expressed excitement as the event drew nearer.
- Le Relais and Glengarry District High School have resumed their class visits. Branch staff registered lots of new cards in September as the Branch prepares for students to borrow books and learn about SDG Library.
- Alexandria welcomed a new volunteer. Branch staff are overjoyed to have an extra pair of hands and provide this student with an opportunity to complete her community service hours required for graduation.

AVONMORE BRANCH: (Kelsey D.)

- “Little Adventurer’s Playtime” made use of SDG Library Storytime kits. The Press Here kit was a hit with participants who enjoyed exploring colours and bubbles during the program.
- “TD Summer Reading Club” welcomed many new and returning participants. Families expressed appreciation for the hard work Quinn and Kisha put into organizing activities and keeping literacy skills sharp.
- “ABC Book Club” met to discuss Crow Mary by Kathleen Grissom and The Briar Club by Kate Quinn in July and September respectively. Book club kits are invaluable to the ongoing success of book club programs and “ABC Book Club” appreciate the wide selection of titles available.

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

- Summer reading programs proved popular in Lancaster with the “TD Summer Reading Club” bringing in a regular crowd on Wednesday afternoons. “Shelf Care Summer”, developed and delivered by SDG Library Staff, was also popular with teens with many prizes redeemed- including a whole BINGO Card’s worth of reading in Lancaster.
- Lancaster hosted its first “Tiny Book Workshop” which brought a full house. Patrons requested an additional program in the future which has been planned for December. The tiny books created at the next program will become holiday ornaments.
- The “Knitting Bee” continued to meet every Monday and is expected to become more popular as the colder months creep in. Regulars have begun returning after the summer off.

- “Cairnview Book Club” has seen three new members added to the group this month with lots of interest from other patrons to also become involved in a book club. Titles discussed this quarter included The Midnight Library, Lessons in Chemistry, and West with Giraffes.
- Lancaster’s “Spice Club” returned after a brief summer hiatus to share their experiences cooking with Apple Pie Spice. Every member brought an apple pie spice treat, including apple upside down cake, apple pie popcorn, apple sauce, apple spice cookies, and breakfast bites.
- “Sparkle and Shine: Diamond Art” was well-received with full numbers in attendance. Hosts Diana and Lucie held this program to wrap up their exhibition of diamond artwork in the Branch. Participants enjoyed creating diamond art on canvas bags. Participants have asked for another program of this nature to be held in the winter.
- Lancaster’s “Book Tasting” continued to meet this quarter, exploring themes such as, Beach Reads, Epistolary Novels, and Dark Academia.
- The “Kids’ Clubhouse” had an end of summer pyjama and craft party. All participants are excited to continue their involvement through fall.
- Lancaster hosted a popular “Chair Yoga Program” in partnership with the instructor at the local Carefor centre.

MAXVILLE BRANCH: (Terry B.)

- Maxville had a full house for “Watercolour Paint Night” hosted by local artist Charles Myshraill. Participants expressed that they enjoyed this type of program and hope to see more of the same in the future.
- Fiber arts were also explored heavily over the Summer with regular “Knit Nights” by drop in and a “Traditional Rug Hooking” event. Local rug hookers visited the Branch to provide information on how to get started with this artform and provided the opportunity for participants to get hands on.
- Maxville Branch welcomed new Library Services Assistant, Terry Besner.

WILLIAMSTOWN BRANCH: (Julie C.)

- Williamstown collaborated with The Crayon Box Collective Studio during the Summer. Staff selected picture books that aligned with The Crayon Box’s summer art camp activities and themes. Items were exchanged on a biweekly basis.
- “World Chocolate Day!” was celebrated with an evening of chocolate tasting. Participants sampled eight different dark chocolates ranging from 70%-100% cacao, attempted to guess the percentage of cacao and engaged in lively discussions about food supply chains. Attendees received chocolate products and locally made granola bars donated by Biscuit Leclerc to take home.
- “TD Summer Reading Club” was in full swing this Summer. Children were eager to share with staff how many books they had read each week when they arrived at the Branch.
- Staff visited Paul Rozon Park to deliver outreach and promote SDG Library services to EarlyON participants. Taking advantage of the windy weather, staff presented a wind-themed story and facilitated STEAM activities, encouraging participants to engage in hands-on scientific exploration.

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: Crash Course in Writing Well.
- Policies Reviewed: Internet Use Policy; Circulation Policy.
- Completed projects: Policy Learning Pathway for Niche Academy; Evolia scheduling software presentation; collection maintenance monthly plan.
- In Progress: Branch improvement projects; fire safety plans; onboarding of LSA staff in Maxville.

INFORMATION REPORT

PREPARED BY: Cheryll Servais – Information Services Coordinator

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: October 23, 2025

SUBJECT: Technical Services Report

CATALOGUING/ACQUISITIONS TECHNICIAN : (Lucinda F.)

- Processed 396 new items in July, 693 in August and 1193 in September (including UCDSB PIC collection) for a total of 2,282 new items.
- Created record sets for PIC collections and assisted with the creation of content carousels for this collection on the website using advanced search options including Boolean logic.
- Completed acquisition duties for patron purchase suggestions through BiblioSuggest and added items from assigned collections to designated carts for both physical and digital collections.
- Reviewed collection gaps and replacement suggestions from branch staff for assigned collections.
- Reviewed and submitted all acquisition carts for print and digital collections.
- Updated patron borrowing limits for new patron codes on Polaris.
- Ensured all invoices were paid on Polaris and submitted them for payment in VADIM.
- Updated collection budget management files for print and digital collections.
- Maintained accurate statistics on Tech Services tasks.

CATALOGUING/ACQUISITIONS TECHNICIAN : (Stacey P.)

- Interlibrary Loans: 324 items sent to other library systems; and 256 items were received.
- Attended all three District Staff meetings to provide a review of the new Interlibrary Loan (ILL) platform and reviewed current Book Club Kit booking procedures. This provided branch staff an opportunity to ask questions and provide feedback on both services.
- Trained South Mountain, Finch, Chesterville, Lancaster and Williamstown branch staff on ILL ordering for patrons on D2D (Discovery to Delivery) website.
- Sent out 59 book club kits to branches for book club meetings, including three Interlibrary loan book club kits.
- Managed online registrations, totaling over 241 requests. A total of 74 new members and 167 renewal requests.
- Processed four new board games, four new iPads, three heat presses and inventoried, stamped and barcoded new arriving material.
- Assisted in the processing of the UCDSB PIC collection, processing 472 items in time for the September launch.
- Repaired 51 books and 58 Discs.
- Completed two blogs and staff lists for website content and CloudLibrary shelves.

INFORMATION SERVICES COORDINATOR: (Cheryl S.)

- Completed LEAP/Polaris training of new CSAs for District 1 and 3 and new LSA for Maxville.
- Completed selection of UCDSB PIC collections and allocated them to carts to ensure a well-balanced selection of items based on the topics/subjects provided by the committee members.
- Weekly review of PIC orders and invoices to ensure that items arrived by the final due date and remained within allocated budgets.
- Discussion with IT for the setup of circulating iPads and outreach (staff) iPad. Reviewed circulation parameters with Management Team and marketing plan with Communication and Marketing Coordinator.
- Meeting in Finch with District 1 Supervisor to discuss collection management and maintenance plan for the branch and the system.
- Worked with District Supervisors and Community Librarian on 2026 magazine renewals.
- Discussion with IT, Innovative/Polaris site coordinator and management team regarding automated text messaging system for patron notifications. Current email to text messaging system that is included within the Polaris system is no longer being supported by cell phone carriers, so alternative options were reviewed. At this time, we will be opting out of text messaging as a notification option due to costs.
- Completed collection maintenance of uncirculated adult non-fiction collections with the Community Librarian.
- Finalized a shipment of withdrawn items to Zoom Books.
- Discussion with IT regarding issues with scan to email service at the Winchester Branch that was no longer working. Visited the branch to set up a new system so scan to email services could be resumed for both patrons and staff.
- Worked with IT and Polaris to update system to newest version 7.8.
- Managed collection acquisitions and reviewed year-to-date budgets for print and digital collections.
- Completed monthly and quarterly statistics.
- Reviewed technology budget for 2026.

INFORMATION REPORT

PREPARED BY: Emily Andrews – Community Librarian

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: October 23, 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 CSA positions for District 2.
- Policy review: Circulation Policy.
- Planned, organised and attended pop-up events such as Touch a Truck in Apple Hill and Chrysler's Community Supper.
- Created and hosted a StoryWalk™ for the Friends of the Upper Canada Bird Sanctuary.
- Deselection of non-fiction materials in multiple branches.
- Supervised Summer Reading Club and Outreach Facilitators as they completed weekly programming throughout the summer.
- Lead SDG Reads committee meetings, ensuring deadlines were met in order to host a successful program in October.
- Created a Niche Academy training course for the launch of the Reduced Barrier Access Card.
- Assisted in the preparation and distribution of materials for October's membership drive.
- Prepared and supported a staff training session using new Cricut equipment.

Development:

- Niche Academy Webinar Training – Creating a Tutorial
- Niche Academy Webinar Training – Best Manager Practices: Creating Fairness in Responsibility

INFORMATION REPORT

<u>PREPARED BY:</u>	Maria Steffen – Communications & Marketing Coordinator
<u>PREPARED FOR:</u>	SDG Library Board
<u>LIBRARY BOARD DATE:</u>	October 23, 2025
<u>SUBJECT:</u>	Communications & Marketing Report

COMMUNICATIONS AND MARKETING COORDINATOR: (Maria S.)

Social Media/Website

- Created 124 social media static posts and reels across Facebook and Instagram to promote programs, system-wide events, collections, Library of Things, important news, 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 (revisions).
- Created a website page for TD Summer Reading Club (TDSRC) that promoted the program, launch party and weekly books and crafts.
- Reviewed and wrote blogs for the website.

Projects

- Created book spine labels and book plates for the PIC Collection.
- Created marketing and communications material to promote the launch of the PIC Collection.
- Created marketing and communications material to promote the launch of iPads into circulation.
- Prepared a report on membership numbers and proposed membership drive for the board.
- Continued creating marketing and communications material to promote the SDG Reads author event. This included contacting sponsors and creating material for the silent auction for the author event.
- Created marketing and communications material to promote the membership drive.
- Created branch program posters and updated Polaris check out receipt messages.

Publications

- Created adverts for the South Glengarry Community Guide and Cornwall 2026 Visitors Guide (in English and French).
- Reviewed all the fall programs on the website and created the fall program guide flyers and posters.
- Created marketing and communications material to promote the fall program guides and distributed copies to each municipality.
- Created four (4) eNewsletters, one (1) board newsletter and one (1) new staff newsletter.
- Wrote three (3) editorials for Cornwall Seaway newspaper and three (3) news releases.

Meetings

- Attended meetings for: SDG Reads, PIC launch, membership drive, collections promotion, MakerLab, TD Summer Reading, website updates and programs.
- Four (4) leadership team meetings, two (2) admin team meetings, one (1) board meeting and one (1) quarterly Biblio update (for website and eNewsletters) and one (1) webinar.

Website and social media statistics

In the period from July to September 2025, the SDG Library website had 22.9K unique website users who visited 351K SDG Library website pages.

Across social media, 124 posts were made, and viewed 106.3K times.

July 2025

In July, the SDG Library website had 7.1K unique website users who visited over 120K SDG Library website pages.

Across social media, 54 posts were made, and viewed 42.6K times.

August 2025

In August 2025, the SDG Library website had 7K unique website users who visited 130K SDG Library website pages.

Across social media, 29 posts were made, and viewed 26.7K times.

September 2025

In September 2025, the SDG Library website had 8.8K unique website users who visited 101K SDG Library website pages.

Across social media, 41 posts were made, and viewed 37K times.

INFORMATION REPORT

PREPARED BY: Rebecca Luck – Director of Library Services

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: October 23, 2025

SUBJECT: Director of Library Services Report

STAFFING HIGHLIGHTS:

Actively recruiting for more Casual Support Assistants within District 2.

DIRECTOR OF LIBRARY SERVICES: (Rebecca L.)

- Attended weekly Director's meetings with CAO and fellow County Directors.
- Attended and facilitated Management Team and Administrative meetings.
- Assisted with a pay equity review.
- Coordinated a site meeting with architectural firm, Warwick Design Studio, to discuss future expansion of the Crysler Library branch (September 5).
- Conducted facility tours while taking measurements of the branches in order to update the Fire Safety Plans (September 8: D3 branches, September 9: D2 branches, and September 10: D1 branches).
- Coordinated the launch of the Parent Resource Collection and hosted members of the UCDSB, SDG Library and Library Board members (September 11).
- Prepared and attended the Library Board Meeting Agenda for Library Board regular meeting – Thursday, September 11, 2025, 5:00pm at the Morrisburg Library branch.
- Attended SDG Reads planning committee meetings.
- Attended County Council meeting (September 15).
- Met with the Director of Library Services from Lanark Highlands to discuss library operations.
- Attended ARUPLO's training conference held at the Nottawasaga Inn, Resort and Conference Center. The training involved the following sessions:
 - AI in Action, presented by Emily Baillie of Compass Content Marketing
 - Library Board, Councils and MOUs, presented by Jason Reynar of Learners LLP and Anne Smith of the Innisfil Library (Board Chair)
 - Conversations on the issues facing library leadership with fellow Library CEOs
 - Political Acuity, presented by Peter Constantinou
 - Keeping Employees Safe, presented by Frank Cesario and Hicks Morley
 - Complex Customer Service with Staff, presented by Megan Garza of the Markham Public Library
- Initiated the preparation of the Library's 2026 budget.
- Initiated the quotation process for the Iroquois flooring project.
- Coordinating signage wraps with Significo.
- In consultation with the Community Librarian, developed procedural documents for the Membership Drive.
- Began the application process for the Commonwell's Learning and Engagement Accelerator Fund (L.E.A.F. grant).

ACTION REQUEST

PREPARED BY: Rebecca Luck – Director of Library Services

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: October 23, 2025

SUBJECT: Library Board Self-Evaluation Policy – Review

BACKGROUND:

1. The Library Board Self-Evaluation outlines a means to assess management of the Board, to acknowledge goals achieved, determine strengths and weaknesses, provide perspective to the Board's activity during the preceding year, and act as a guide in the coming year.
2. The Library Board Self-Evaluation Policy was first approved by the Board in February 2022 and was revised in October 2023.

ANALYSIS:

1. Based on discussions had at the January 16, 2025 Library Board meeting, it was recommended that question 3 of 'Section B: How Well has the Board Conducted Itself' be reworded.
 - a. *Delete* "Board members come to meetings prepared."
 - b. *Replace with* "Meeting discussions reflect that Board members have reviewed materials and are informed on key issues."
2. Each member of the Board shall be receiving a copy of the Board Self-Evaluation questionnaire to be completed and returned to the Chair. The questionnaire will be aggregated by the Chair and discussed by the members of the Board in a subsequent meeting (January 2026 – as no meetings will be held in December 2025).
3. It is requested that the Board Self-Evaluation questionnaire be completed before December 31, 2025.
4. To facilitate the process, Board members can complete it either physically or electronically, using Microsoft Forms (link to be distributed in a separate email).

IMPACT ON 2025 BUDGET:

5. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 3: Strengthen our Organization

RECOMMENDATION(S):

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

Library Board Self-Evaluation Policy

For: The Stormont, Dundas and Glengarry
County Library Board

Policy No.: GOV 2022-01

Policy Type: Governance

Effective Date: October 23, 2025
Approved February 10, 2022

Purpose:

The Stormont, Dundas and Glengarry Library Board is committed to continuously improving its performance as well as the overall governance of the SDG Library.

To achieve this goal, the Board will evaluate itself, through a Board Self-Evaluation process. Board Self-Evaluation is to assess management of the board, to acknowledge goals achieved, determine strengths and weaknesses, provide perspective to the Board's activity during the preceding year and act as a guide in the coming year.

The Chair, working closely with the Director of Library Services, shall be primarily responsible for planning, implementing, and ensuring follow-up for each of these activities, as well as implementing any actions.

Procedure

In May and October of each year of the Library Board's term of office, each member of the Board will receive a copy of the Board Self-Evaluation questionnaire. The questionnaire will be completed and returned to the Chair.

The questionnaire will be aggregated by the Chair and discussed by the Board in June and December of each year.

The Board may formulate a work plan which will highlight specific goals and objectives for its development in identified areas to be considered for the following six-month period.

Board Evaluation Form

An evaluation form (see Appendix A) shall be used to obtain Board member input into the following areas:

- Section A: How well has the Board done its job?
- Section B: How well has the Board conducted itself?
- Section C: The Board's relationship with the CEO/Director
- Section D: Feedback to the Chair of the Board
- Section E: My performance as an individual board member (not shared)

All board members should answer each question as honestly as possible.

Sections A, B, C and D will be compiled and discussed by the whole board. The Director of Library Services should also complete these sections.

Section D provides valuable feedback to the Chair.

Section E is for your own personal evaluation and is not shared or discussed with the Board.



Stormont, Dundas and Glengarry Library Board Self-Evaluation Form

5 – Strongly Agree; 4 – Agree; 3 – Neutral; 2 – Disagree; 1 – Strongly Disagree; 0-N/A or insufficient data

Section A: How Well Has the Board Done Its Job?

Statement		Rating					
		5	4	3	2	1	0
1	The Stormont, Dundas and Glengarry Library Board operates with a strategic plan or a set of measurable goals and priorities.						
2	The Board's regular meeting agenda items reflect our strategic plan or priorities.						
3	The Board has created or reviewed, in this period, some key governance policies.						
4	The Board collaborates with the Library CEO/Director to set goals, review and amend policies when appropriate.						
5	The Board has identified and reviewed the Library's relationship with each of its key stakeholders.						
6	The Board has ensured that the Library's accomplishments and challenges have been communicated to key stakeholders.						
7	The Board has understood and respected that our role is in governance and not operations.						



Stormont, Dundas and Glengarry Library Board Self-Evaluation Form

5 – Strongly Agree; 4 – Agree; 3 – Neutral; 2 – Disagree; 1 – Strongly Disagree; 0-N/A or insufficient data

Section B: How Well Has the Board Conducted Itself?

Statement		Rating					
		5	4	3	2	1	0
1	Board members have been provided with enough information through orientation packages and training to successfully fulfill our roles and responsibilities.						
2	The Board agenda is provided in advance and includes all necessary details to complete meetings in a timely manner.						
3	Meeting discussions reflect that Board members have reviewed materials and are informed on key issues.						
4	The Board receives relevant reports prior to meetings.						
5	Decisions are made collaboratively with consensus following parliamentary protocols.						
6	Board meetings are engaging and provide personal development.						
7	Opportunities for Board training and/or joining subcommittees is offered in a fair and transparent manner.						



Stormont, Dundas and Glengarry Library Board Self-Evaluation Form

5 – Strongly Agree; 4 – Agree; 3 – Neutral; 2 – Disagree; 1 – Strongly Disagree; 0-N/A or insufficient data

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

Statement		Rating					
		5	4	3	2	1	0
1	There is good two-way communication between the Board and the CEO.						
2	The Board trusts the judgement of the CEO.						
3	The Board has discussed and communicated the kinds of information and level of detail it requires from the CEO.						
4	The Board has developed formal criteria and a process for evaluating the CEO.						
5	The Board, or a committee of the Board, has formally evaluated the CEO within the last 12 months.						
6	The Board evaluates the CEO primarily on the accomplishment of the organization's strategic goals and priorities and adherence to policy.						
7	The Board regularly provides the CEO with feedback and recognition.						



Stormont, Dundas and Glengarry Library Board Self-Evaluation Form

5 – Strongly Agree; 4 – Agree; 3 – Neutral; 2 – Disagree; 1 – Strongly Disagree; 0-N/A or insufficient data

Section D: Feedback to the Chair of the Board

Statement		Rating					
		5	4	3	2	1	0
1	The Chair is well prepared for Board meetings.						
2	The Chair helps the Board stick to the agenda.						
3	The Chair tries hard to ensure that every Board member has an opportunity to be heard.						
4	The Chair has demonstrated versatility in facilitating Board discussions.						
5	The Chair helps the Board work well together.						
6	The Chair demonstrates good listening skills.						
7	The Board supports the Chair.						



Stormont, Dundas and Glengarry Library Board Self-Evaluation Form

5 – Strongly Agree; 4 – Agree; 3 – Neutral; 2 – Disagree; 1 – Strongly Disagree; 0-N/A or insufficient data

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

Statement		Rating					
		5	4	3	2	1	0
1	I am aware of what is expected of me as a Board member.						
2	I have a good record of meeting attendance.						
3	I read the minutes, reports, and other materials in advance of our Board meetings.						
4	I am familiar with what is in the organization's by-laws and governing policies.						
5	I am encouraged by other Board members to express my opinions at Board meetings.						
6	I am a good listener and remain engaged throughout Board meetings.						
7	I follow through on things I have said I would do.						
8	I maintain the confidentiality of all Board decisions.						
9	I support Board decisions once they are made even if I do not agree with them.						
10	I promote the work of the Stormont, Dundas and Glengarry Library in the community and/or social media whenever appropriate.						

This self-assessment is designed to help board members review their contribution to effective governance by reflecting on their behaviour in relation to the board's roles, responsibilities, and activities.

STAFF REPORT

S.R. No. 21-2025

PREPARED BY: Rebecca Luck – Director of Library Services

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: October 23, 2025

SUBJECT: Reciprocal Borrowing – North Grenville

BACKGROUND:

1. As of April 1, 2025, residents of Stormont, Dundas and Glengarry have the ability to borrow physical resources (with the exception of museum passes and WiFi hotspots), and register/attend programs hosted by the North Grenville Public Library. Conversely, the residents of North Grenville will have the ability to borrow physical resources (with the exception of museum passes and WiFi hotspots), and register/attend programs hosted by the SDG Library.

ANALYSIS:

2. A statistical summary of the number of new SDG Library members and number of program attendees has been summarized below for the period of April 1, 2025, to October 1, 2025 (six-month period).

a. Number of New Members:

Month	No.	Membership Type
April	2	Adult
May	1	Adult
June	1	Adult
July	1	Adult
August	2	Adult
September	0	Adult
TOTAL	7	

b. Number of Program Attendees:

Month	No.	Branch	Program Details
April	0	-	-
May	6	SM	Baby and Toddler Storytime
June	0	-	-
July	1	WI	Sourdough Starter
August	0	-	-

September	4	SM & IN	Homeschool Explorers & Lego Club
TOTAL	11		

3. In conversations with North Grenville Public Library, they have reported 49 new members for the period of April 1, 2025, to October 1, 2025 (six-month period):

IMPACT ON 2025 BUDGET:

4. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Growing our Physical and Digital Infrastructure

STAFF REPORT**S.R. No. 22-2025**

PREPARED BY: Rebecca Luck – Director of Library Services

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: October 23, 2025

SUBJECT: DRAFT 2026 Library Budget

BACKGROUND:**2025 Accomplishments:**

1. Four (4) Library Board members attended OLA's 2025 Superconference.
2. With the help of two (2) summer facilitators, TD SRC saw over 1,300 attendees (298 registrations).
3. The Maxville branch was outfitted with a new circulation desk.
4. The Iroquois branch is being renovated with new carpeting and freshly painted walls.
5. Increased signage at Winchester, Alexandria, and Long Sault.
6. Supplemented the physical collection by entering into a partnership with UCDSB-PIC and hosting a Parent Resource Collection.
7. Supplemented the physical collection by entering into a reciprocal borrowing agreement with North Grenville Public Library.
8. Implemented Niche Academy, a database that hosts ready-to-use tutorials, and a platform that allows the SDG Library to deliver training and track progress for its staff.
9. Outfitted all branches with a Square Terminal, reducing barriers and allowing patrons to use debit and credit card transactions to pay Library fees.
10. Hosted SDG Reads 2025 with author Nita Prose.

ANALYSIS:**2026 Budget Impact:**

1. The 2026 Budget sees a 5.0% increase from the 2025 Budget.
2. A total of \$125,000 to be used from Library Surplus to offset specific expenses: computer capital, branch furniture, feasibility study, strategic planning consultation fees, operational expenses.
 - a. From the Auditor's Report, at the 2024 year end, there existed \$336,810 in surplus
 - b. From the Auditor's Report, at the 2024 year end, there existed \$87,260 in reserves
 - c. In 2025, \$122,242 was used from surplus
 - d. In 2025, \$31,300 was used from reserves
3. No expression of interest from Board members to attend the OLA Superconference.
4. Mugo: a newly proposed book club and equipment reservation system software with the ability to:
 - a. Specify the length of lending time, set lead time for reservations, set time between reservations for transport or processing, ability for staff to schedule reservations in the

backend and to edit existing reservations as needed, backend view of pick-up dates, and automatic confirmation emails.

5. Evolia: a newly proposed scheduling software with the ability to schedule library staff shifts as well as allow staff to volunteer for extra shifts and allow for shift swapping.
6. South Mountain branch to be outfitted with new carpeting, walls repainted, and supply and installation of new library shelving.
7. With the assistance of Suzanne Gibson, implement the Library's 2026-203 Strategic Plan.
8. Hire an architectural firm to complete a feasibility study to investigate a new library addition to the existing Chrysler Library branch. The feasibility study is to include:
 - a. Site analysis of existing conditions, including site measuring;
 - b. Review of local zoning by-laws and Ontario Building Code;
 - c. Preparation of floor plan option(s) as required for review and approval;
 - d. Preparation of site plan for area around library branch;
 - e. Coloured exterior elevations;
 - f. Class D Construction Cost Estimate.
9. Per the 2025 Technology Plan, purchase of two (2) cell phones, nine (9) Public Access Computers, four (4) workstations, and three (3) laptops.
10. Cost savings incurred from switching Mi-Fi contracts from Bell over to Rogers.
11. Increased signage and bin wrapping.
12. Increased support from other departments in the form of accounts payable, payroll, building, insurance, and technical support.
13. Programs to include volunteer appreciation, TD Summer Reading Club, SDG Reads, branch programming and system-wide programming (March break, maker month, film day, holiday events, and summer outreach).

2026 Budget Options:

1. Decrease the 2026 Budget by \$2,056 by not implementing Evolia.
2. Decrease the 2026 Budget by \$2,044 by not implementing Mugo.
3. Decrease the 2026 Budget by \$10,119 to not conduct a feasibility study at the Chrysler branch.
4. Decrease the 2026 Budget by \$56,423 by not renovating the South Mountain branch.
5. Decrease the 2026 Budget by \$5,000 by not implementing support shifts in Alexandria.
6. Decrease the 2026 Budget by \$5,825 by not increasing the level of service of courier deliveries.

IMPACT ON 2025 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Growing our Physical and Digital Infrastructure

Goal 2: Conduct Community Outreach

Goal 3: Strengthen our Organization

BUDGET - LIBRARY SERVICES



GL5410

Date : Oct 17, 2025

Page : 1

Time : 4:49 pm

For Period Ending 31-Dec-2026

	BUDGET	ACTUAL	BUDGET	BUDGET
	 2025	 2025	 2026	CHANGE
GENERAL FUND				
REVENUE				
Provincial Operating Grant	-131,761	0	-131,761	0
Provincial Capacity Grant	-1,000	-500	-1,000	0
Student Funding	-4,500	0	-8,300	-3,800
Fees & Fines Revenue	-9,750	-14,931	-17,325	-7,575
Donations and Fundraising	-4,500	-4,739	-4,400	100
Sale of Items	-1,750	-1,869	-2,250	-500
Transfer From Reserves	-31,300	0	0	31,300
Transfer From Surplus	-122,242	0	-125,000	-2,758
Total REVENUE	-306,803	-22,039	-290,036	16,767
EXPENSES				
Fulltime Wages & Benefits	1,068,303	837,120	1,125,009	56,706
Part time Wages & Benefits	991,494	721,853	1,003,659	12,165
Student Wages & Benefits	23,618	23,589	24,886	1,268
Board Wages & Benefits (Non-council)	6,931	2,619	3,678	-3,253
Staff Mileage	6,000	6,145	7,500	1,500
Board Mileage & Conferences	8,521	6,720	2,118	-6,403
Staff Training & Development	22,685	15,632	22,685	0
Collections Material	349,183	240,139	341,316	-7,867
Supplies & Equipment	41,150	23,971	37,717	-3,433
Postage	2,500	894	2,500	0
Buildings Rent & Utilities Paid	234,771	230,936	239,233	4,462
Facilities Costs	77,371	55,730	64,907	-12,464
Furniture	23,000	13,965	56,423	33,423
Computers	59,555	48,828	75,579	16,024
Vehicles	29,500	1,057	29,000	-500
Promotions	69,200	65,368	68,284	-916
Programs	10,400	4,763	10,400	0
Audit & Legal Fees	6,110	0	6,610	500
Special Projects	3,000	0	15,119	12,119
County Support Services	172,764	172,764	197,717	24,953
Total EXPENSES	3,206,056	2,472,093	3,334,340	128,284
Total GENERAL FUND	2,899,253	2,450,055	3,044,304	145,051