



MEETING AGENDA
Stormont, Dundas and Glengarry County Library Board

Thursday, November 20, 2025, 5:00 p.m.

Long Sault Branch

50 Mille Roches Road, Long Sault ON

	Pages
1. Call to Order	
2. Adoption of Agenda	
a. Additions, Deletions or Amendments	
Additions to or deletions from the Agenda must be made upon consultation with the Board Chair prior to the meeting. All matters listed under “Consent Items” are considered to be routine and will be enacted by one motion. Should a Board member wish an alternative action from the proposed recommendation, s/he may request that the matter(s) be moved to the appropriate section at this time.	
3. Declaration of Pecuniary Interest	
4. Adoption of Minutes	
a. Library Board Regular Meeting Minutes - October 23, 2025	3
5. Delegations	
a. Tri-County Literacy - Carol Anne Maloney	
6. Consent Items	
a. Statistical Summary (Circulation) - October 2025	6
b. Financial Report - October 2025	7
c. Director of Library Services Report - October 2025	8
d. Correspondence	
7. Action Items	
a. 2026 Budget - Library Services	9
b. Generative AI Policy	13
8. Discussion Items	
a. Canadian Library Month in Review	16
b. 2026 Regular Meeting Dates and Locations	20
c. 2026 Board Meeting Topics	22

d.	Director of Library Services - Performance Review	25
e.	OLS Board Assembly Meeting - Fall 2025	26
9.	In Camera	
10.	Adjournment	

Stormont, Dundas and Glengarry County Library Board

Minutes

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

Chesterville Branch

1 Mill Street, Chesterville ON

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

Staff Present: Rebecca Luck, Director of Library Services; Maria Steffen, Communications and Marketing Coordinator; Kate Jones Miner, District 2 Supervisor; Mitch Corriveau, Library Services Assistant (Chesterville Branch)

1. **Call to Order** – Meeting was called to order at 5:14pm.

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 - September 11, 2025**

Moved by Jason Broad

Seconded by Tony Fraser

That the Stormont, Dundas & Glengarry County Library Board approves the Minutes of the September 11, 2025 regular meeting, as written.

CARRIED

5. Delegations

Mitch Corriveau, Library Services Assistant at the Chesterville branch, provided the Board with a quick overview of the branch.

6. Consent Items

Moved by Jo-Anne McCaslin

Seconded by Lachlan McDonald

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

CARRIED

6.1 Statistical Summary (Circulation) - August & September 2025

6.2 Statistical Summary (Quarterly) - July-September 2025

6.3 Financial Report - September 2025

6.4 Branch and Supervisors Reports - July-September 2025

6.5 Technical Services Report - July-September 2025

6.6 Community Librarian Report - July-September 2025

6.7 Communications & Marketing Report - July-September 2025

6.8 Director of Library Services Report - September 2025

6.9 Correspondence

7. Action Items

7.1 Library Board Self-Evaluation Policy - Review

Moved by Lachlan McDonald

Seconded by Jo-Anne McCaslin

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

CARRIED

8. Discussion Items

8.1 Reciprocal Borrowing - North Grenville

8.2 DRAFT 2026 Budget - Library Services

Funds to support the relocation of the Chesterville Branch will not be part of the 2026 budget. Should the relocation occur ahead of schedule, the Board may choose to use reserves.

9. In Camera

10. Adjournment

Moved by Tony Fraser

Seconded by Jason Broad

That the Regular Meeting of the Stormont, Dundas and Glengarry County Library Board be adjourned, to meet again on November 20, 2025 at 5:00pm at the Long Sault Branch, or at the Call of the Chair.

CARRIED

Board Chair/Vice Chair

Secretary

SDG Library

October 2025 Statistical Summary

Branch & Open Hours Per Week	Circulation				Borrowers	Visitors	New Patrons
	Print & A/V	Digital Books	October 2025 Total	October 2024 Total			
CloudLink*	0	11658	11658	7843			
Administration	193	34	227	357	31	NA	9
Alexandria (44)	3639	234	3873	3662	510	1504	74
Avonmore (20)	535	91	626	543	108	367	25
Chesterville (17)	676	126	802	917	147	468	24
Crysler (20)	1252	53	1305	1418	163	658	27
Finch (16)	544	37	581	624	83	358	13
Glen Walter Express	52	5	57	81	18	NA	0
Ingleside (44)	1365	120	1485	1886	258	1161	53
Iroquois (20)	952	68	1020	1064	176	653	15
Lancaster (44)	1440	183	1623	1343	279	708	30
Long Sault (30)	1603	140	1743	2238	286	741	31
Maxville (16)	460	70	530	509	102	248	45
Morewood Express	26	0	26	53	6	NA	1
Morrisburg (44)	1344	133	1477	1665	306	1270	36
South Mountain (16)	760	95	855	898	137	316	8
St. Andrews Express	84	6	90	77	19	NA	2
Williamsburg (16)	721	54	775	676	89	273	3
Williamstown (17)	898	89	987	979	131	324	24
Winchester (44)	1923	227	2150	1960	332	1291	31
SYSTEM TOTAL	18467	13423	31890	28793	3181	10340	451

"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	4759
cloudLibrary-Collection Usage	8664
Total	13423

LIBRARY MONTHLY STATEMENT

Date : Nov 06, 2025

Time : 7:14 am

For Period Ending 31-Oct-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	-15,967	-9,500	6,467	-18,418	-10,000	8,418
DONATIONS & SALES	-8,092	-6,500	1,592	-11,476	-5,750	5,726
TRANSFER FROM RESERVES	0	-153,542	-153,542	-218,914	-308,332	-89,418
Total REVENUE	-24,559	-306,803	-282,244	-389,384	-465,143	-75,759
EXPENSES						
FULL TIME WAGES & BENEFITS	874,029	1,068,303	194,274	955,005	977,450	22,445
BRANCH WAGES & BENEFITS	764,604	991,494	226,890	929,348	915,069	-14,279
STUDENT WAGES & BENEFITS	23,589	23,618	29	22,289	23,408	1,119
BOARD MEETINGS & DEVELOPMENT	9,340	15,452	6,112	9,078	13,232	4,154
STAFF MILEAGE	6,186	6,000	-186	8,374	10,372	1,998
STAFF TRAINING & DEVELOPMENT	15,941	22,685	6,744	14,211	24,918	10,707
PRINT MATERIAL	140,392	185,500	45,108	179,763	185,500	5,737
DIGITAL BOOKS	57,662	87,000	29,338	93,195	95,000	1,805
DATABASE SUBSCRIPTIONS	61,622	73,028	11,406	59,865	66,526	6,661
MAGAZINES, PERIODICALS & LEASED BOOKS	3,258	3,655	397	3,863	3,950	87
SUPPLIES & EQUIPMENT	20,021	28,650	8,629	28,929	28,470	-459
CREDIT CARD FEES	185	200	15	167	115	-52
PHONES & INTERNET	43,708	56,309	12,601	53,355	57,496	4,141
PROMOTIONS & WEBSITE	73,812	68,800	-5,012	65,415	75,030	9,615
PUBLIC PROGRAMS	6,637	10,400	3,763	11,870	12,400	530
COMPUTER PURCHASES	5,954	9,300	3,346	7,204	7,929	725
SOFTWARE SUPPORT	46,898	50,255	3,357	41,209	52,548	11,339
DELIVERY & OUTREACH VEHICLES	1,316	29,500	28,184	29,395	32,000	2,605
COPIERS & PRINTERS	3,266	6,500	3,234	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
ONT CAPACITY FUNDED PROJECT	143	0	-143	0	0	0
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	2,595,115	3,206,056	610,941	3,033,120	3,108,879	75,759
Total GENERAL FUND	2,570,556	2,899,253	328,697	2,643,736	2,643,736	0

INFORMATION REPORT

PREPARED BY: Rebecca Luck – Director of Library Services

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: November 20, 2025

SUBJECT: Director of Library Services Report

STAFFING HIGHLIGHTS:

Jeannette Devries is retiring after 22 years of being employed with the SDG Library. As such, we will soon be recruiting for the Library Services Assistant position for the Iroquois branch.

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.
- Attended the SDG Counties Municipal Summit at the North Stormont Place (October 3).
- Attended SDG Reads (October 6); assisted with the set-up and take down of the event.
- Participated in the webinar: From Blame to Balance – Building Safety in Tough Conversations (October 16).
- Met with the Counties' Director of Financial Services to review the 2026 Library Services Budget.
- Successfully applied for the Ontario Public Library Operating Grant (deadline of October 16).
- Attended County Council meeting (October 20).
- Held quarterly performance reviews with all direct reports.
- Participated in the webinar: Working Well with your Team (October 22).
- Prepared and attended the Library Board Meeting Agenda for Library Board regular meeting – Thursday, October 23, 2025, 5:00pm at the Chesterville Library branch.
- Attended the Warden's Banquet, held at Tartan Hall (October 25).
- Completed Director's Performance Review with Library Board Chair, Margaret MacDonald (October 28).
- Submitted the application for the Commonwell's Learning and Engagement Accelerator Fund (L.E.A.F. grant).
- Assisted with collection development.
- Coordinating the flooring and painting work to be completed at the Iroquois branch.
- Coordinating signage wraps with Significo.
- Coordinating the installation of the new circulation desk in Maxville in conjunction with the electrical work being performed.
- Coordinating a staff social event for the month of December.
- Reviewed SDG Counties' Multi-Year Accessibility Plan and provided recommendations.
- Assisted with recruiting new members in the SDG Library's 2025 Membership Drive.
- Preparing the Agenda for the Annual General Staff Meeting – scheduled for November 3rd. Consulting with Canadian Mental Health Association to provide training to the SDG Library staff on mental health.

ACTION REQUEST

PREPARED BY: Rebecca Luck – Director of Library Services

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: November 20, 2025

SUBJECT: 2026 Library Budget

BACKGROUND:

1. In October 2025, the Library Board discussed the DRAFT 2026 Library Services budget.

2025 Accomplishments:

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

ANALYSIS:

2026 Budget Impact:

12. The 2026 Budget sees a 5.0% increase from the 2025 Budget.
13. A total of \$133,500 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
14. No expression of interest from Board members to attend the OLA Superconference.
15. Mugo: a newly proposed book club and equipment reservation system software with the ability to:
 - e. 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.

16. 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.
17. South Mountain branch to be outfitted with new carpeting, walls repainted, and supply and installation of new library shelving.
18. With the assistance of Suzanne Gibson, implement the Library's 2026-203 Strategic Plan.
19. 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:
 - f. Site analysis of existing conditions, including site measuring;
 - g. Review of local zoning by-laws and Ontario Building Code;
 - h. Preparation of floor plan option(s) as required for review and approval;
 - i. Preparation of site plan for area around library branch;
 - j. Coloured exterior elevations;
 - k. Class D Construction Cost Estimate.
20. Per the 2025 Technology Plan, purchase of two (2) cell phones, nine (9) Public Access Computers, four (4) workstations, and three (3) laptops.
21. Cost savings incurred from switching Mi-Fi contracts from Bell over to Rogers.
22. Increased signage and bin wrapping.
23. Increased support from other departments in the form of accounts payable, payroll, building, insurance, and technical support.
24. 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:

25. Decrease the 2026 Budget by \$2,056 by not implementing Evolia.
26. Decrease the 2026 Budget by \$2,044 by not implementing Mugo.
27. Decrease the 2026 Budget by \$10,119 to not conduct a feasibility study at the Chrysler branch.
28. Decrease the 2026 Budget by \$56,423 by not renovating the South Mountain branch.
29. Decrease the 2026 Budget by \$5,000 by not implementing support shifts in Alexandria.
30. 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

RECOMMENDATION(S):

That the Stormont, Dundas, and Glengarry County Library Board approve the 2026 Library Budget, as presented, and have it forwarded for consideration to the Council of the United Counties of SDG.

BUDGET - LIBRARY SERVICES



GL5410

Date : Nov 14, 2025

Page : 1

Time : 4:49 pm

For Period Ending 31-Jan-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	-16,488	-17,325	-7,575
Donations and Fundraising	-4,500	-5,815	-4,400	100
Sale of Items	-1,750	-1,882	-2,250	-500
Transfer From Reserves	-31,300	0	0	31,300
Transfer From Surplus	-122,242	-122,242	-133,500	-11,258
Total REVENUE	-306,803	-146,927	-298,536	8,267
EXPENSES				
Fulltime Wages & Benefits	1,068,303	919,808	1,129,119	60,816
Part time Wages & Benefits	991,494	801,297	1,007,480	15,986
Student Wages & Benefits	23,618	23,589	24,266	648
Board Wages & Benefits (Non-council)	6,931	3,235	3,678	-3,253
Staff Mileage	6,000	6,255	7,500	1,500
Board Mileage & Conferences	8,521	6,879	2,238	-6,283
Staff Training & Development	22,685	17,269	23,885	1,200
Collections Material	349,183	289,410	341,012	-8,171
Supplies & Equipment	41,150	28,688	37,617	-3,533
Postage	2,500	956	2,500	0
Buildings Rent & Utilities Paid	234,771	231,949	239,233	4,462
Facilities Costs	77,371	60,097	64,907	-12,464
Furniture	23,000	13,965	56,423	33,423
Computers	59,555	48,888	75,784	16,229
Vehicles	29,500	1,316	29,000	-500
Promotions	69,200	65,729	68,284	-916
Programs	10,400	7,390	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	2,699,483	3,342,772	136,716
Total GENERAL FUND	2,899,253	2,552,557	3,044,236	144,983

ACTION REQUEST

PREPARED BY: Rebecca Luck – Director of Library Services

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: November 20, 2025

SUBJECT: Generative AI Policy

BACKGROUND:

1. The Generative AI Policy sets out a framework to guide the responsible, ethical, and transparent use of generative artificial intelligence (AI) tools at the SDG Library. Generative AI has the potential to enhance creativity, efficiency, and access to information, but it must be used in a manner consistent with the SDG Library's values of intellectual freedom, privacy, accuracy, inclusivity, and public trust.
2. No previous policy exists; it will be the first of its kind to be adopted by the SDG Library Board.

ANALYSIS:

3. The Policy sets forth the ethical use of AI, acceptable use by SDG Library Staff, and acceptable use for patrons.
4. A DRAFT copy of the Policy was presented to Staff at the General Staff Meeting, held on November 3, 2025 along with a 45-minute presentation on the use of generative AI.

IMPACT ON 2025 BUDGET:

5. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Conduct Community Outreach

RECOMMENDATION(S):

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

Generative AI Policy

For: The Stormont, Dundas and Glengarry
County Library Board

Policy No.: OP-18

Policy Type: Operational

Effective Date: November 20, 2025

1. Purpose

The purpose of this policy is to guide the responsible, ethical, and transparent use of generative artificial intelligence (AI) tools at the SDG Library. Generative AI has the potential to enhance creativity, efficiency, and access to information, but it must be used in a manner consistent with the SDG Library's values of intellectual freedom, privacy, accuracy, inclusivity, and public trust.

2. Definition

"Generative AI" is technology that can create new content (e.g., text, images, code, music, or video) based on prompts or data inputs. Examples include, but are not limited to ChatGPT, DALL·E, Microsoft Copilot, and similar tools.

"AI Output" is any text, image, or other content created with or influenced by a generative AI tool.

3. Ethical Use of AI

3.1. When Generative AI is used to assist in creating original content (e.g., blogs, reports, social media posts, or marketing materials), the use of AI must be acknowledged through a linked attribution statement.

3.1.1. No attribution is required when generative AI is used for minor editing (such as spelling or grammar corrections) or for idea generation and inspiration in the creative process.

3.2. SDG Library staff remain responsible for all AI-assisted work. AI tools may support, but not replace, professional judgment and human oversight.

3.3. The SDG Library will not input confidential, identifiable, or sensitive personal information into AI systems. This includes, but is not limited to, personally identifiable information, financial information, and any other data that could compromise privacy or confidentiality of the organization or its users.

3.4. AI-generated content may contain errors or bias. SDG Library staff must verify and fact-check AI output before use or dissemination.

4. Acceptable Use by SDG Library Staff

4.1. Staff may use generative AI tools to:

Generative AI Policy

- 4.1.1. Draft or edit documents, reports, or communications.
- 4.1.2. Generate ideas for programs, displays, or outreach.
- 4.1.3. Summarize, format, or compare public information.
- 4.1.4. Support research, project planning, and administrative work.

5. Acceptable Use for Patrons

- 5.1. Patrons may access generative AI tools offered by the SDG Library, where available, provided that:
 - 5.1.1. Use complies with the SDG Library's Internet Use Policy.
 - 5.1.2. Content generated does not violate copyright, privacy, or community standards.

6. Related Policies

SDG Library Internet Use Policy
SDG Library Communications Policy
SDG Library Code of Conduct Policy
SDG Library Collection Development Policy

7. Related Documents

Canadian Federation of Library Associations (CFLA) – *Statement on Artificial Intelligence and Libraries*
Canadian Privacy Commissioner – *Guidance on AI and Privacy*
Federation of Ontario Public Libraries – *AI Use in Public Libraries (Draft Guidelines)*

STAFF REPORT**S.R. No. 23-2025**

PREPARED BY: Emily Andrews – Community Librarian
Rebecca Luck – Director of Library Services

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: November 20, 2025

SUBJECT: Canadian Library Month in Review

BACKGROUND:

1. October was Canadian Library Month, a time to celebrate the vital role libraries play in communities across the country. This year's theme, "*Libraries for Life*," highlighted how libraries support learning, connection, and belonging at every stage of life.
2. Throughout the month, SDG Library promoted the value of our services through displays, social media posts, and community engagement activities. SDG Library also hosted SDG Reads, the annual community-wide book club, and launched a membership drive to encourage new sign-ups and promote the library within the community. These initiatives, along with other branch activities, helped raise awareness of the many ways the library supports literacy, inclusion, and lifelong learning across the region.
3. Other notable dates in October included:
 - a. First Nation Public Library Week: October 6–10
 - b. National Library Workers Day: October 17
 - c. Ontario Public Library Week: October 19–25

ANALYSIS:***SDG READS***

4. 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.
5. This year's author was Nita Prose, 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 featured 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.



6. The author event, held on October 6, 2025, took place at the North Stormont Place, with generous support from the Township of North Stormont. Both sessions of the event were sold out, with the VIP session having reached its capacity of 30 attendees, and the main event having welcomed 203 guests in total.
7. Thanks to the creativity and dedication of SDG Library staff, the venue was beautifully transformed with themed vignettes inspired by Nita Prose's novels. Food and beverages were provided from local businesses and Library staff, creating a welcoming and memorable atmosphere for all attendees.



8. A silent auction was held, with many local businesses generously donating items. The total raised from the silent auction and VIP event are as follows:

	Items Sold	Total Value
Donations	1	\$5.00
Silent Auction	21	\$984.00
SDG Reads VIP Tickets	30	\$750.00

9. Copies of Prose's books were also available for sale in-branch and at the event itself at a cost of \$20. The titles were purchased directly from the publisher at a reduced rate, allowing SDG Library to fundraise via book sales. The table below summarizes the total profit generated from book sales, calculated as the difference between the sale price and the purchase cost of each item.

Title	Items Sold	Cost Price	Profit
The Maid	62	\$13.72	\$389.36
The Mystery Guest	38	\$13.72	\$238.64
The Maid's Secret	36	\$14.82	\$186.48

10. In total, \$2,553.48 was raised to support SDG Reads in future years.



MEMBERSHIP DRIVE

11. To boost overall membership at SDG Library, a month-long incentivized membership drive was held across branches and at multiple community venues throughout SDG Counties. This initiative grew out of a board-led effort, guided by a simple yet powerful question: *How can we make sure every resident knows they are welcome and belong at the Library?*
12. While our programs and services continue to expand, we recognize that membership numbers are not the only measure of success. Nonetheless, it remains important to advocate for the Library and engage more of our community, helping residents understand that the Library is in their neighbourhood and that a Library card offers a wide range of benefits.
13. The goals of the membership drive were:
 - a. To promote awareness of the Library's diverse services, programs and resources.
 - b. To invite new members to join and explore the Library in their own way.
 - c. For existing patrons to act as advocates by referring friends.
 - d. To welcome 500 new patrons in the month of October.
14. A combination of strategies was used to achieve the desired outcome. Namely,
 - a. A multi-channel outreach campaign was undertaken, including branch posters, website, social media, eNewsletter, local media (newspapers and radio), and word-of-mouth through our branches and community partners.
 - b. New registrations were incentivized; every new member and existing patron that referred a new member went into a draw to win a \$100 gift card for groceries or gas.

- c. SDG Library staff went out into the community to speak face-to-face and encourage registration. This included, but was not limited to:
- i. Touch a Truck - Apple Hill: Emily/Colleen
 - ii. Farmers Market - Long Sault: Jessica/Caleigh/Stacey (desk support)
 - iii. Lancaster Long Term Care - Lorna/Kaitlyn/Emily (desk support)
 - iv. Carefor / Ingleside – Linda
 - v. Rothwell-Osnabruck School / Osnabruck - Linda
 - vi. Lancer Centre and Local Church / Osnabruck – Marsha
 - vii. Garden Villa / Chesterville – Mitch
 - viii. Volunteer Expo / Maxville - Iris/Terry
 - ix. Morrisburg Arena / Morrisburg - Cheryl T./Kim
 - x. Char-Lan Arena / Williamstown - Julie/Lorna/Kelsey/Amanda/Treesa (desk support)
 - xi. EarlyON centre / Alexandria - Iris
 - xii. Finch Arena / Finch - Josee C./Alyssa
 - xiii. Friends of Crysler Open House / Crysler - Ian/Kate/Emily



15. In October 2025, a total of 451 new members joined SDG Library. While our goal was 500, this represents a substantial increase over previous years. In comparison, 204 new members were registered in October 2024 and 168 in October 2023. This growth is a clear testament to the hard work and dedication of SDG Library staff and advocates.

IMPACT ON 2025 BUDGET:

16. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Conducting Community Outreach

STAFF REPORT**S.R. No. 24-2025**

PREPARED BY: Rebecca Luck – Director of Library Services

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: November 20, 2025

SUBJECT: 2026 Regular Meeting Dates and Locations

BACKGROUND:

1. In 2025, a total of seven (7) meetings were held:

January 16 – Alexandria Branch	September 11 – Morrisburg Branch
February 26 – Williamsburg Branch	October 23 – Chesterville Branch
April 24 – Avonmore Branch	November 20 – Long Sault Branch
June 19 – Winchester Branch	

ANALYSIS:

2. Per section 10 of the Public Libraries Act, “(3) a board member shall hold office for a term concurrent with the term of the appointing council, or until a successor is appointed, and may be reappointed for one or more further terms. R.S.O. 1990, c. P.44, s. 10 (3).” Therefore, the Board members will hold office until November 14, 2026.
3. Considering the term stipulated above, a schedule of the 2026 regular meetings, detailing the dates and locations has been developed for the Board’s review and feedback.
4. Branch locations were chosen to avoid duplications in 2025 locations, and evenly distributing the regular meetings among the six (6) Municipalities:
 - a) South Glengarry: Lancaster
 - b) North Glengarry: Maxville
 - c) South Stormont: Ingleside
 - d) North Stormont: Crysler, Finch
 - e) South Dundas: Iroquois
 - f) North Dundas: South Mountain
5. Meetings have been scheduled to begin at 5:00pm.
6. The number of Board meetings comply with section 16 of the Public Libraries Act, ensuring that the Board hold a minimum of seven (7) meetings. Additional meetings may be added throughout the year should the situation warrant.

IMPACT ON 2025 BUDGET:

7. N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A



Stormont, Dundas and Glengarry County Library Board

2026 Regular Meetings

January 15 – Lancaster Branch

February 12 – Chrysler Branch

March – NO MEETING

April 9 – Ingleside Branch

May 21 – Maxville Branch

June 18 – South Mountain Branch

July – NO MEETING

August – NO MEETING

September 9 – Finch Branch

October 22 – Iroquois Branch

November – NO MEETING

December – NO MEETING

NOTE – October is Canadian Library Month, and Ontario Public Library Week (OPLW) will be celebrated from October 18-24, 2025.

Unless otherwise indicated, meetings begin at 5:00pm

STAFF REPORT**S.R. No. 25-2025**

PREPARED BY: Rebecca Luck – Director of Library Services

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: November 20, 2025

SUBJECT: 2026 Board Meeting Topics

BACKGROUND:

1. The Governance HUB is organized around a 4-year life cycle for public library boards, aligned with Ontario's 4-year board and council terms.
2. While Year 3 focused on *Assessing and Planning for the Future*, Year 4 will focus on *Board Transition and Succession Planning*, namely:
 - a) Board Legacy
 - i. All Board members will participate in the development of a Board legacy document with the purpose of providing an orientation tool for incoming Board members.
 - b) Board Appointment
 - i. Board appointments will be done in accordance with the requirements outlined in the Public Libraries Act.
 - c) Advocacy during Municipal Election Campaign
 - i. Help advocate for the SDG Library by meeting or talking with candidates.
3. Per section 20(a) of the Public Libraries Act, a public library board is to provide comprehensive and efficient public library service that reflects the community's needs. Many planning and assessment activities should be undertaken on an ongoing basis throughout the four-year term. Some key activities include:
 - a) Strategic Planning
 - b) CEO Performance Appraisal
 - c) Board Self-Evaluation
 - d) Performance Measurement
 - e) Risk Management
 - f) Board Succession Planning

ANALYSIS:

4. A proposed list of topics for the 2026 Board Meetings include:

Date	Topic
January	2026 Communications and Marketing Plan
	2026 MakerLab Plan
	2026 Technology Plan
	Policy Review – Internet Use
	Strategic Plan – Preparation and Framework
February	OLA Conference – Attendees Report
	Board Legacy Document – Board’s Work in Review
	Strategic Plan – Community and Stakeholder Engagement
April	Volunteer Appreciation Event
	Board Legacy Document – Board Introspection
	Policy Review – Collection Development
May	2026 Community Plan
	Policy Review – Program Policy
	Board Legacy Document – Review Existing Relationships/Partnerships and Advocacy Efforts
	Strategic Plan – Strategic Priorities and Goal Setting
June	OLS Board Assembly Meeting – Report
	Community Outreach and Mobile Services – Upcoming Events
	Performance Review of the Director of Library Services
	2025 Annual Report
	Board Legacy Document – Consider the Future of the Board
September	TD Summer Reading Club - Update
	Community Outreach and Mobile Services - Update
	Board Legacy Document – New Board Member Orientation Materials
	DRAFT 2027 Library Budget
	Board Legacy Document DRAFT
	Strategic Plan DRAFT
October	Library Board Self-Evaluation Questionnaire
	Ontario Public Library Month in Review
	Board Meeting Topics for 2027
	2027 Regular Meeting Dates and Locations
	Board Legacy Document FINAL
	Strategic Plan FINAL

5. The SDG Library staff would welcome feedback from the members of the Board regarding the items they would like to discuss in 2026, keeping in mind the focus of Year 4.

IMPACT ON 2025 BUDGET:

6. N/A



ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Growing our Physical and Digital Infrastructure

Goal 2: Conduct Community Outreach

Goal 3: Strengthen our Organization

STAFF REPORT**S.R. No. 26-2025**

PREPARED BY: Rebecca Luck – Director of Library Services

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: November 20, 2025

SUBJECT: Director of Library Services – Performance Review

BACKGROUND:

1. In accordance with Policy number 2016-01 *Performance Review Policy for the Evaluation of the Director of Library Services*, a performance review of the Director of Library Services shall be completed each year.
2. Six (6) Board members participated in the survey evaluation prepared by SDG Counties' Human Resources Department. The Performance Review Committee, consisting of Margaret MacDonald, Jason Broad, and James Algire, amalgamated the results and assembled the Board Assessment.
3. On October 28th, 2025, the Library Board Chair met with the Director of Library Services to complete a performance review. The Library Board Chair provided the Director of Library Services with a copy of the Board's Assessment which included individual comments based on the core competencies of the job description.

ANALYSIS:

4. No core competencies were noted as "requiring development".
5. During the performance review, the following goals were established:
 - a. Develop leadership skills through the participation of online courses (ie. Queen's University, Achieve Centre for Leadership, LinkedIn Learning, etc.). Due June 30, 2026.
 - b. Develop and implement a succession plan strategy for the SDG Library to ensure leadership continuity and readiness for future organizational needs. Due June 30, 2026.
 - c. Lead the strategic planning process to establish clear goals and initiatives aligned with the SDG Library's vision, positioning the organization for sustained growth and impact. Due June 30, 2026.
6. The Director of Library Services welcomes feedback on additional goals the Library Board would like achieved.

IMPACT ON 2025 BUDGET:

7. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 3: Strengthen our Organization

REPORT TO THE SDG LIBRARY BOARD

Ontario Library Service (OLS) Fall 2025 Board Assembly Meeting

Introduction

The Ontario Library Service (OLS) held its Fall 2025 Board Assembly Meeting virtually on November 6, 2025, with 13 libraries participating in the meeting.

Updates from the Ontario Library Service

OLS Training Opportunities

- [OLS Virtual Conference](#) (virtual free events)
 - Public Library Staff – November 19, 2025, 10:00 a.m. – 4:00 p.m.
 - Public Library Board Members – November 20, 6:00 – 8:00 p.m.
- [Human Resources Governance Series](#)
 - Evaluating your Library CEO
 - Governance Excellence
- [Sample Policies](#)
 - Updated:
 - SC-01 Intellectual Freedom
 - SC-02 Truth and Reconciliation Efforts
 - HR-09 Health and Safety
 - OP-02 Safety, Security and Emergencies in the Library
 - New:
 - OP-19 [Friends of the Library Resource Guide](#) (includes relevant information, practical examples, and a new sample policy).
- [Valuing Ontario Libraries Toolkit \(VOLT\)](#): 2025 Update

Updates from the Ministry of Tourism, Culture and Gaming

- [2025 Typical Week Survey](#)
 - Launch email sent out October 22
 - Information collected will be used to fill out Section G of the 2025 Annual Survey of Public Libraries, launching in January 2026.
 - Libraries can complete the Typical Week Survey during a week without a statutory holiday between October and early December.
- [Ontario Public Library Statistics](#)
 - The **2024 Ontario public library statistics** are now available on the provincial government's Open Data website.
 - Ministry staff can provide:
 - Individual Library Profile Report for your library

- Customized reports, e.g. comparisons between your library and other libraries
- **Cyber Security Ontario**
 - [Cyber Security Awareness Month \(CAM\) in a Box](#)
October marks Cyber Security Awareness Month. The [Ontario Cyber Security Centre of Excellence](#) offers the “CAM in a Box,” a ready-to-use marketing and resource kit. It provides organizations and school boards with materials on topics like phishing, misinformation, and privacy, along with practical tips to promote online safety and cybersecurity awareness among employees and students.

OLS Strategic Plan: Focus Group

Board Assembly representatives acted as a Focus Group and provided insights that will help shape the next OLS three-year Strategic Plan. We were asked the following questions:

1. How does Ontario Library Service contribute to the library community in Ontario?
2. Tell us about your recent experiences or interactions with Ontario Library Service.
3. In thinking of your use of OLS services in the past year,
 - a. How effective were those services?
 - b. Were there any barriers?
 - c. What service(s) have had the greatest impact?
4. Where do you wish we focused more energy to better support your library?
5. Is there anything we didn’t discuss today that you think is important?

Roundtable Discussion

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

- library usage trends
- marketing and advocacy efforts
- community growth and social needs
- capital projects
- budgetary pressures
- the future of public libraries and the purpose of the library
- fundraising and sponsorships
 - Innisfil Public Library – [Building Brighter Futures “Buy a Shelf” Campaign](#)
 - St. Thomas Public Library – [STPL Plus](#): library card gets you offers and discounts at local businesses
- feasibility studies
- bookmobiles
- book challenges and intellectual freedom
 - [The Canadian Library Challenges Database](#)