



**MEETING AGENDA**  
**Stormont, Dundas and Glengarry County Library Board**

Thursday, April 9, 2026, 5:00 p.m.

Ingleside Branch

32 Memorial Square, Ingleside ON

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	<b>Pages</b>
<b>1. Call to Order</b>	
<b>2. Adoption of Agenda</b>	
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.	
<b>3. Declaration of Pecuniary Interest</b>	
<b>4. Adoption of Minutes</b>	
a. Library Board Regular Meeting Minutes - March 12, 2026 & March 18, 2026	3
<b>5. Delegations</b>	
<b>6. Consent Items</b>	
a. Statistical Summary (Circulation) - March 2026	8
b. Financial Report - March 2026	9
c. Director of Library Services Report - March 2026	10
d. Correspondence	
<b>7. Action Items</b>	
a. Collection Development Policy - Review	11
b. Political Elections Policy - Review	21
<b>8. Discussion Items</b>	
a. Chrysler Feasibility Study - Community Feedback	26
b. Strategic Plan - Community and Stakeholder Engagement	56
c. Williamstown Branch - Verbal Update	

9. In Camera
10. Adjournment

# Stormont, Dundas and Glengarry County Library Board

## Minutes

March 12, 2026, 5:00 p.m.

Ingleside Branch

32 Memorial Square, Ingleside 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; Jessica Lomberg, District 2 Supervisor; Linda Prieur, Library Services Assistant (Ingleside Branch)

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1. **Call to Order** – Meeting was called to order at 5:11pm.

2. **Adoption of Agenda**

**Moved by** Jo-Anne McCaslin

**Seconded by** Jim Algire

That the Stormont, Dundas and Glengarry County Library Board approve the Meeting Agenda, as presented.

**CARRIED**

2.1 **Additions, Deletions or Amendments**

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

4. **Adoption of Minutes**

4.1 **Library Board Regular Meeting Minutes - February 12, 2026**

**Moved by** Jason Broad

**Seconded by** Tony Fraser

That the Stormont, Dundas & Glengarry County Library Board approves the Minutes of the February 12, 2026 regular Meeting, as written.

**CARRIED**

**5. Delegations**

Linda Prieur, Library Services Assistant at the Ingleside branch, provided the Board with a quick overview of the branch.

**6. Consent Items**

**Moved by** Frank Landry

**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) - February 2026**

**6.2 Financial Report - February 2026**

**6.3 Director of Library Services Report - January & February 2026**

**6.4 Correspondence**

**7. Action Items**

**8. Discussion Items**

**8.1 OLA Conference 2026 - Attendees Report**

**8.2 Board Legacy Document - Board's Work in Review**

**8.3 Chesterville Branch Update**

**8.4 Chrysler Feasibility Study Update**

The Board requested that the Director provide a list outlining the square footage of all branches, along with the corresponding rate paid per square foot at the next Regular Meeting.

**9. In Camera**

**Moved by** Tony Fraser

**Seconded by** Jason Broad

That the Stormont, Dundas and Glengarry County Library Board proceed in-camera, pursuant to Section 16.1 (4)(b) of the Public Libraries Act – personal matters about an identifiable individual.

**CARRIED**

**Moved by** Jim Algire  
**Seconded by** Jo-Anne McCaslin

That the Stormont, Dundas and Glengarry County Library Board rise and reconvene in Open Session and proceed as directed on personal matters, about an identifiable individual.

**CARRIED**

**10. Adjournment**

**Moved by** Lachlan McDonald  
**Seconded by** Frank Landry

That the Regular Meeting of the Stormont, Dundas and Glengarry County Library Board be adjourned, to meet again on April 9, or at the Call of the Chair.

**CARRIED**

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Board Chair/Vice Chair

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Secretary

# Stormont, Dundas and Glengarry County Library Board

## Minutes

March 18, 2026, 5:00 p.m.

Virtual

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

Staff Present: Maureen Adams, SDG Counties CAO; Rebecca Luck, Director of Library Services

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1. **Call to Order** – Meeting was called to order at 5:00pm.

2. **Adoption of Agenda**

**Moved by** Jo-Anne McCaslin

**Seconded by** Tony Fraser

That the Stormont, Dundas and Glengarry County Library Board approve the Meeting Agenda, as presented.

**CARRIED**

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

4. **Action Items**

4.1 **Williamstown Branch**

**Moved by** Frank Landry

**Seconded by** Tony Fraser

That the Stormont, Dundas and Glengarry County Library Board approve to proceed with Alternative 1, wherein they approve to remove the existing floor tiles and install carpeting in the approximate minimum amount of \$4,725 (exclusive of HST). Library Services will continue to monitor budget variances through the end of 2026; if the costs cannot be accommodated within the current budget, the necessary funding will be drawn from reserves.

**CARRIED**

**5. Adjournment**

**Moved by** Lachlan McDonald

**Seconded by** Frank Landry

That the Special Meeting of the Stormont, Dundas and Glengarry County Library Board be adjourned, to meet again on April 9, 2026, or at the Call of the Chair.

**CARRIED**

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Board Chair/Vice Chair

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Secretary

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# SDG Library

## March 2026 Statistical Summary

Branch & Open Hours Per Week	Circulation				Borrowers	Visitors	New Patrons
	Print & A/V	Digital Books	March 2026 Total	March 2025 Total			
CloudLink*		12429	12429	12885			
Administration*	289	22	311	440	32	N/A	2
Alexandria (44)	3838	251	4089	3728	535	1542	26
Avonmore (20)	707	103	810	658	110	311	5
Chesterville (17)	635	132	767	1077	149	290	11
Crysler (20)	1358	47	1405	1459	150	545	12
Finch (16)	547	32	579	592	77	265	1
Glen Walter Express	58	6	64	70	17	N/A	1
Ingleside (44)	1391	120	1511	1567	257	1051	12
Iroquois (20)	613	90	703	812	150	480	9
Lancaster (44)	1545	179	1724	1367	267	735	20
Long Sault (30)	1702	148	1850	1665	279	695	18
Maxville (16)	461	72	533	397	94	226	5
Morewood Express	19	0	19	52	6	N/A	0
Morrisburg (44)	1592	136	1728	1936	342	1259	19
South Mountain (16)	753	113	866	851	143	329	6
St. Andrews Express	85	11	96	89	21	N/A	1
Williamsburg (16)	901	63	964	662	92	203	3
Williamstown (17)	153	126	279	882	74	0	3
Winchester (44)	2647	190	2837	2201	355	1261	18
<b>SYSTEM TOTAL</b>	<b>19294</b>	<b>14270</b>	<b>33564</b>	<b>33390</b>	<b>3150</b>	<b>9192</b>	<b>172</b>

"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	
CloudLink - Patron Usage	5006
CloudLibrary-Collection Usage	9264
<b>Total</b>	<b>14270</b>

LIBRARY MONTHLY STATEMENT



For Period Ending 31-Mar-2026

	2026	2026	2026	2025	2025	2025
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
<b>GENERAL FUND</b>						
<b>REVENUE</b>						
ANNUAL PROVINCIAL FUNDING	0	-131,761	-131,761	-131,761	-131,761	0
ONTARIO CAPACITY FUNDING	-615	-1,000	-386	-3,081	-1,000	2,081
STUDENT FUNDING	0	-8,300	-8,300	0	-4,500	-4,500
FEES & FINES	-3,135	-17,075	-13,940	-18,912	-9,500	9,412
DONATIONS & SALES	-217	-6,900	-6,684	-8,898	-6,500	2,398
TRANSFER FROM RESERVES	0	-133,500	-133,500	-122,242	-153,542	-31,300
<b>Total REVENUE</b>	<b>-3,966</b>	<b>-298,536</b>	<b>-294,570</b>	<b>-284,894</b>	<b>-306,803</b>	<b>-21,909</b>
<b>EXPENSES</b>						
FULL TIME WAGES & BENEFITS	271,646	1,129,119	857,473	1,067,664	1,068,303	639
BRANCH WAGES & BENEFITS	220,279	1,007,480	787,201	956,043	991,494	35,451
STUDENT WAGES & BENEFITS	0	24,266	24,266	23,589	23,618	29
BOARD MEETINGS & DEVELOPMENT	895	5,916	5,021	10,914	15,452	4,538
STAFF MILEAGE	653	7,500	6,847	7,189	6,000	-1,189
STAFF TRAINING & DEVELOPMENT	2,198	23,885	21,687	22,004	22,685	681
PRINT MATERIAL	33,624	185,500	151,876	180,998	185,500	4,502
DIGITAL BOOKS	14,917	87,000	72,083	86,773	87,000	227
DATABASE SUBSCRIPTIONS	35,509	65,516	30,007	63,197	73,028	9,831
MAGAZINES, PERIODICALS & LEASED BOOKS	78	2,996	2,918	2,719	3,655	936
SUPPLIES & EQUIPMENT	3,882	27,650	23,768	29,233	28,650	-583
CREDIT CARD FEES	25	200	175	205	200	-5
PHONES & INTERNET	11,931	42,372	30,441	53,797	56,309	2,512
PROMOTIONS & WEBSITE	46,166	67,884	21,718	69,149	68,800	-349
PUBLIC PROGRAMS	475	10,400	9,925	10,629	10,400	-229
COMPUTER PURCHASES	2,316	17,804	15,488	9,141	9,300	160
SOFTWARE SUPPORT	33,543	57,980	24,437	43,223	50,255	7,032
DELIVERY & OUTREACH VEHICLES	0	29,000	29,000	29,037	29,500	463
COPIERS & PRINTERS	463	6,500	6,037	4,294	6,500	2,206
COPYRIGHT & PERFORMANCES LICENSES	763	767	4	1,608	1,700	92
BRANCH CLEANING	804	6,000	5,196	4,954	5,000	46
BRANCH RENTS, INSURANCE & SECURITY	5,557	255,768	250,211	246,639	250,833	4,194
FURNITURE PURCHASE	10,393	61,423	51,030	30,052	29,600	-452
AUDIT & LEGAL FEES	0	6,610	6,610	6,106	6,110	4
SPECIAL PROJECTS	3,562	15,519	11,957	2,897	3,400	503
SUPPORT FROM OTHER DEPARTMENTS	0	197,717	197,717	172,764	172,764	0
TRANSFER TO RESERVES	0	0	0	480	0	-480
YEAR'S SURPLUS/DEFICIT	0	0	0	48,847	0	-48,847
<b>Total EXPENSES</b>	<b>699,680</b>	<b>3,342,772</b>	<b>2,643,092</b>	<b>3,184,147</b>	<b>3,206,056</b>	<b>21,909</b>
<b>Total GENERAL FUND</b>	<b>695,714</b>	<b>3,044,236</b>	<b>2,348,522</b>	<b>2,899,253</b>	<b>2,899,253</b>	<b>0</b>

**INFORMATION REPORT**

**PREPARED BY:** Rebecca Luck – Director of Library Services

**PREPARED FOR:** SDG Library Board

**LIBRARY BOARD DATE:** April 9, 2026

**SUBJECT:** Director of Library Services Report

**STAFFING HIGHLIGHTS:**

Welcomed CCVS co-op student, Rayna Timperley. Rayna will assist the Technical Services team, while working out of the administrative office from March until the end of the school year.

Sara Hunter and Heather Garlough have accepted the position of Casual Support Assistant for District 2 branches.

Ava McIntosh and Miya Thompson have accepted the position of Summer Reading Club and Outreach Facilitator for the TD SRC program.

**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.
- Finalized Evolia’s onboarding procedure with the District Supervisors.
- Attended North Dundas District High School’s Robotics Skills Competition.
- Participated in a webinar showcasing holds pick up and lockers with NovelBranch.
- Prepared and presented a delegation at the Township of South Glengarry (March 9) and the Township of South Stormont (March 11) Council meetings.
- Reviewed the Strategic Plan survey questions with the consultant.
- Attended the webinar: Community Engagement for Public Library Strategic Planning hosted by OLS (March 11).
- Prepared and attended the Library Board Meeting Agenda for Library Board regular meeting – Thursday, March 12, 2026, 5:00pm at the Ingleside Library branch.
- Attended SDG Counties Council meeting (March 16).
- Met with SDG Counties staff and Watson & Associates Economics Ltd. to discuss preliminary study regarding development charges.
- Prepared and attended the Special Library Board Meeting Agenda – Wednesday, March 18, 2026, 5:00pm, hosted virtually.
- Hosted the SDG Counties’ March birthday break.
- Met with Jamie Fawthrop to discuss Williamstown facility (March 24).
- Met with Williamstown facility coordinator, Rick Marvell, to discuss next steps (March 26).
- Assisting with the coordination and scheduling of the South Mountain carpeting and new shelving project. Shelving has been scheduled, and quotations (3) and carpet tile samples are being assessed.
- Continued coordination with Greenough Environmental Consulting Inc. to complete the Designated Substance Report.
- Coordinated the removal of the existing tiles at Williamstown branch with local firm, CMG Innovation (March 30).

### ACTION REQUEST

<b><u>PREPARED BY:</u></b>	Rebecca Luck – Director of Library Services
<b><u>PREPARED FOR:</u></b>	SDG Library Board
<b><u>LIBRARY BOARD DATE:</u></b>	April 9, 2026
<b><u>SUBJECT:</u></b>	Collection Development Policy

### **BACKGROUND:**

1. The Collection Development Policy sets the framework for how the SDG Library selects, acquires, manages, and evaluates its materials to ensure the collection remains relevant, balanced, and responsive to community needs. It defines the roles and responsibilities of the Board and staff, establishes guiding principles such as intellectual freedom and equitable access, and outlines the criteria and processes used to make informed, consistent decisions about the collection.
2. The Collection Development Policy, last reviewed and approved by the Board on March 12, 2020, is being submitted with proposed amendments.

### **ANALYSIS:**

3. It is recommended that the Policy be amended per the following:
  - a. Modernized Purpose and Scope: Clarifies that the policy applies to all formats, including digital and non-traditional materials, and more clearly defines its role in guiding selection, acquisition, and maintenance.
  - b. Addition of Definitions: Introduces key terms (e.g., *Collection*, *Materials*, *Digital Collections*) to ensure consistency and clarity in interpretation.
  - c. Strengthened Selection Principles: Expands and refines selection criteria to support consistent, transparent decision-making, including greater emphasis on diversity, accessibility, Canadian content, and community relevance.
  - d. Commitment to Truth and Reconciliation: Adds explicit language aligning the collection with the Calls to Action of the Truth and Reconciliation Commission of Canada, including a commitment to increasing representation of Indigenous voices and perspectives.
  - e. Enhanced Digital Collections Framework: Introduces clearer guidance on digital resources, including vendor evaluation, licensing considerations, and equitable access.
  - f. New Artificial Intelligence Section: Adds a forward-looking section addressing AI-generated content, emphasizing respect for human creators, transparency where possible, and evaluation based on established selection criteria.
  - g. Improved Collection Management Practices: Strengthens language around ongoing evaluation, deselection (weeding), and replacement of materials, including updated criteria such as obsolete formats.
  - h. Clarified Donations Approach: Confirms that donated materials meet the same selection criteria as purchased materials and align with the Library's broader donations policy.

- i. Refined Reconsideration Process: Enhances clarity and transparency in the process for handling challenges to materials, including defined timelines and confirmation of the Board’s role as the final decision-maker.
  - j. Updated Access and Responsibility Statement: Reinforces the Library’s commitment to intellectual freedom while clarifying limits where required by law or due to material value or risk.
  - k. General Language and Structural Improvements: Improves readability, consistency, and alignment with current governance and professional standards throughout the policy.
4. Administrative staff were consulted in the revision process.

**IMPACT ON 2026 BUDGET:**

5. N/A

**ALIGNMENT WITH STRATEGIC PLAN:**

Goal 1: Growing our Physical and Digital Infrastructure

**RECOMMENDATION(S):**

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

**For:** The Stormont, Dundas and Glengarry  
County Library Board

**Policy No.:** OP-05

**Policy Type:** Operational

**Effective Date:** April 9, 2026  
**Date of Last Revision:** March 12, 2020  
**First Approved:** June 25, 2009

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## 1. Purpose

The purpose of this policy is to guide the selection, acquisition, and maintenance of materials for the Stormont, Dundas and Glengarry County Library's (SDG Library) collections. This policy applies to all formats in the SDG Library collection, including print, non-print, audio-visual and digital materials.

## 2. Definitions

"Collection" refers to the total body of materials made available by the SDG Library to meet community needs.

"Digital Collections" refers to materials accessed electronically, including eBooks, audiobooks, databases, and streaming media.

"Materials" refers to items acquired, owned, licensed, or otherwise made available by the SDG Library, including print, digital, audiovisual, and non-traditional items.

## 3. Responsibility for Selection

- 3.1. Ultimate responsibility for the collection rests with the SDG Library Board. The Board, in turn, delegates the selection, acquisition, management, and deselection of materials to the Director of Library Services, who may further delegate to members of staff who are qualified by reason of education and/or training.

## 4. Principles of Selection of Materials

- 4.1. The SDG Library endorses the *Statement on Intellectual Rights of the Individual*, adopted by the Ontario Library Association (Appendix A). All materials are selected and retained in accordance with the principles of intellectual freedom.
- 4.2. The SDG Library is committed to the recommendations and Calls to Action of the Truth and Reconciliation Commission of Canada. The SDG Library actively develops its collection to include works by Indigenous creators, with the goal of strengthening the representation of Indigenous voices, histories, and cultures within the community.
- 4.3. Materials are selected to reflect the needs and interests of the community, based on the professional judgment of SDG Library staff and guided by the following criteria:
  - 4.3.1. Relevance to community interests and needs
  - 4.3.2. Demand and anticipated use
  - 4.3.3. Reputation and/or significance of the creator or publisher
  - 4.3.4. Quality of presentation, including illustrations or design
  - 4.3.5. Contribution to diversity of viewpoints and representation
  - 4.3.6. Quality, accuracy, and timeliness of content

# Collection Development Policy

- 4.3.7. Suitability of format, with the goal of providing equitable access
- 4.3.8. Contribution to understanding human experience and social issues
- 4.3.9. Positive reviews in recognized library reviewing sources
- 4.3.10. Importance as a document of the times
- 4.3.11. Relationship to the existing collection
- 4.3.12. Cost and value for money
- 4.3.13. Availability through consortia or shared services
- 4.3.14. Representation of Canadian and/or local perspective
- 4.4. The SDG Library operates within the framework of applicable federal and provincial legislation, including the Criminal Code of Canada.
- 4.5. The SDG Library recognizes the growing importance of digital resources and will:
  - 4.5.1. Provide access to digital collections in a variety of formats
  - 4.5.2. Evaluate platforms and vendors based on usability, accessibility, cost, and privacy considerations, where applicable
  - 4.5.3. Balance licensing models and budget constraints to maximize access
  - 4.5.4. Strive to ensure equitable access to digital resources across the service area
- 4.6. Materials regarding the history of the Townships of Stormont, Dundas and Glengarry may be added to the collection; however, this collection is not intended to be comprehensive.
- 4.7. The SDG Library supports students by providing a wide range of cultural, recreational, and informational materials. The SDG Library does not typically acquire textbooks or curriculum-specific materials unless they also serve the general public.

## 5. Community Input

- 5.1. The SDG Library welcomes input from the community regarding collection development. Suggestions for purchase are encouraged and considered within the framework of this policy.
- 5.2. Community needs and interests are assessed through usage data, feedback, and engagement.

## 6. Artificial Intelligence in Collections

- 6.1. The SDG Library respects the intellectual property of human authors and creators. SDG Library will make reasonable efforts to not purchase wholly AI-generated content, or AI-generated audio editions of human-created works.
- 6.2. The SDG Library recognizes that authors, illustrators, and publishers may use artificial intelligence (AI) tools in varying capacities during the creation of materials, including research, editing, or content development. The use of such tools does not, in itself, define a work as AI-generated, and materials will not be excluded from the collection on this basis.
- 6.3. When selecting materials, the SDG Library will exercise due diligence, where feasible, in identifying the nature of authorship or creation. Where information is available, the SDG Library will strive to provide transparency in catalogue records to inform users of materials that are fully AI-generated or that incorporate AI-generated elements, such as narration.

6.4. The SDG Library acknowledges that content accessed through third-party digital platforms may include AI-generated materials that are not clearly identified as such, and that the SDG Library may have limited control over this content.

## 7. Collection Evaluation and Maintenance

7.1. The collection is continuously evaluated to ensure its relevance and effectiveness. SDG Library staff regularly assess library materials for condition, accuracy, demand, alignment with community needs, space, and usage.

7.2. Deselection of materials is essential to ensure the vitality, relevance, and manageability of the overall SDG Library collection. Materials may be deselected based upon the following:

- 7.2.1. Poor physical condition
- 7.2.2. Outdated or obsolete formats
- 7.2.3. Outdated or inaccurate information
- 7.2.4. Low or no usage
- 7.2.5. Duplication or superseded editions
- 7.2.6. Space limitations

7.3. Materials may be replaced or repaired. Replacement depends on the demand for the title, the availability of more current materials on the topic, and the extent of the coverage of the subject in the collection.

## 8. Donations

8.1. The SDG Library may accept donations of materials, that meet the criteria for selection, in accordance with its *Donations, Sponsorships, and Fundraising Policy*.

## 9. Request for Reconsideration

9.1. The SDG Library regards the right of access by an individual to information, controversial or non-controversial, through the public library as an important element of a democratic society. The presence of any material in the SDG Library does not indicate an endorsement of its contents. The SDG Library recognizes that some materials are controversial, and that any given item may offend some patrons.

9.2. Patrons who object to materials within the SDG Library's collection are asked to complete a written request using the *Request for Reconsideration of Library Materials* form (Appendix B).

9.3. Materials will not be removed or restricted during the review process.

9.4. The Director of Library Services, or designate, will review the request in accordance with this policy.

9.5. A written response will be provided within a reasonable timeframe, typically within fourteen (14) business days.

9.6. If the patron is still not satisfied, the complaint can be appealed to the SDG Library Board for its consideration. The SDG Library Board will review the appeal and render a final decision to the complainant within thirty (30) days of the next regular Library Board meeting.

## 10. Access and Responsibility

10.1. The SDG Library does not restrict access to materials based on age or content, except where required by law. However, some access to material may be limited due to their value or risk.

10.2. Parents, caregivers, and/or guardians are responsible for guiding their children's use of library materials.

10.3. The SDG Library supports individuals' right to choose materials for themselves.

## 11. Related Documents

SDG Library's Donations, Sponsorships, and Fundraising Policy (Policy No. OP-08)

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# Collection Development Policy

## Appendix A

### Ontario Library Association

## Statement on Intellectual Freedom and the Intellectual Rights of the Individual

The Ontario Library Association and its divisions are committed to the fundamental rights of intellectual freedom, the freedom to read and freedom of the press, as embodied in the Canadian Charter of Rights and Freedoms.

Ontario Libraries have the important responsibility to facilitate expressions of knowledge, creativity, ideas, and opinion, even when viewed as unconventional or unpopular.

The Ontario Library Association declares its acceptance of the following principles for libraries:

1. Equitable access to library service to the public is based upon the right of the citizen, under the protection of the law, to judge individually on questions of politics, religion and morality.
2. Intellectual freedom requires freedom to critically examine and create other ideas, opinions, views, and philosophy of life, other than those currently approved by the local community or by society in general and including those ideas and interpretations which may be unconventional, uncommon or unpopular.
3. The free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen, view, and create is fundamental to such free traffic.
4. Library governance ensures that the principles of intellectual freedom and expression of thought are upheld.

#### **Library Service, Collections and Resources:**

5. It is the responsibility of libraries to maintain the right of intellectual freedom and to implement it consistently in the selection of books, periodicals, films, recordings, and other materials including the provision of access to electronic sources of information and access to the internet. Materials are not excluded from library collections based on race, place of birth, origin, ethnic origin, ethnicity, citizenship, age, creed, disability, family structure, sex, and sexual orientation.
6. It is part of the library's service to its public to resist any attempt by any individual or group within the community it serves to abrogate, censor or curtail access to information, the freedom to read, view, listen or participate by demanding the removal of, or restrictions to library information sources in any format.

#### **Library Programming, Events, and Space Bookings**

7. It is the responsibility of libraries to maintain the right of intellectual freedom and expression by implementing it consistently when hosting programs and events within

# Collection Development Policy

## Appendix A

the public space of the library including rented public space by individuals and community organizations.

8. Libraries create welcoming community spaces where community members are free from discrimination and may engage in peaceful assembly. Libraries may cancel or deny permits to individuals or organizations when speech or displays are used in a way that is unlawful.

### **Applicable legislation:**

Canadian Charter of Rights and Freedoms: Section 2(b) of the Charter of Rights and Freedoms protects “freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication”.

Criminal Code: Section 63 pertains to Unlawful Assemblies and Riots. Section 297 pertains to defamatory libel. Section 318 pertains to hate propaganda.

Ontario Human Rights Code: Sub-section 13 pertains to infringing on freedom from discrimination.



# Collection Development Policy

## Appendix B

### Request for Reconsideration of Library Material

\_\_\_\_\_  
First Name(s) Last Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Town/City Postal Code

\_\_\_\_\_  
Telephone: Home Cell

\_\_\_\_\_  
Email

Organization Represented: \_\_\_\_\_

### Request for Reconsideration of Library Material

Author/Producer: \_\_\_\_\_

Title: \_\_\_\_\_

Date/Edition: \_\_\_\_\_

Type of material:

- |   |  |
|---|--|
| <input type="checkbox"/> Book               | <input type="checkbox"/> Electronic Database           |
| <input type="checkbox"/> Magazine/Newspaper | <input type="checkbox"/> Audio                         |
| <input type="checkbox"/> DVD/CD             | <input type="checkbox"/> Other (please specify): _____ |

Did you read, view, or listen to the entire work or a portion of the work?

- All
- Portion
- None



# Collection Development Policy

## Appendix B

What do you find objectionable or unsuitable about the material?

(Please be specific: cite pages, scenes, quotations, etc.)

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Do you wish to be informed of our decision?

- Yes
- No

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### ***LIBRARY USE ONLY***

Receiving Branch: \_\_\_\_\_

*\*Please send immediately to Director of Library Service's attention.*

Personal information on this form is collected under the authority of the Public Libraries Act, R.S.O. 1990, c.P44, and is subject to the provisions of the Municipal Freedom of Information and Personal Privacy Act. This information is used for the administration of Library operations only. Questions about this collection should be forwarded to: SDG Library, 26 Pitt St., Cornwall, ON K6J 3P2 613-936-877

### ACTION REQUEST

<b><u>PREPARED BY:</u></b>	Rebecca Luck – Director of Library Services
<b><u>PREPARED FOR:</u></b>	SDG Library Board
<b><u>LIBRARY BOARD DATE:</u></b>	April 9, 2026
<b><u>SUBJECT:</u></b>	Political Elections Policy

### BACKGROUND:

1. The Political Elections Policy sets forth a framework for ensuring that the SDG Library remains neutral, consistent, and accountable during election periods. It establishes clear expectations for the use of Library resources, the conduct of Board members, staff, and volunteers, and the Library’s interactions with candidates and political parties. By defining appropriate practices for communications, access to facilities, and information sharing, the policy helps protect against real or perceived political bias while supporting fair and equitable participation in the democratic process.
2. The Political Elections Policy, last reviewed and approved by the Board on April 14, 2022, is being submitted with proposed amendments.
3. In accordance with the *Municipal Elections Act*, Section 88(18), this policy is due to be reviewed prior to May 1<sup>st</sup> in the year of a regular municipal election.

### ANALYSIS:

4. It is recommended that the Policy be amended per the following:
  - a. Strengthen statement on non-partisanship
  - b. Add a definition for ‘Library Resources’, clarifying both direct and indirect use of resources
  - c. Strengthen language to explicitly prohibit indirect contributions
  - d. Provide clearer guidelines for use of library spaces and services
  - e. New communications controls during election periods
  - f. Strengthen expectations for staff and volunteers
  - g. Expand governance expectations for Board members
  - h. Improve consistency and fairness in candidate interactions
  - i. Clarify accountability and review requirements
5. Administrative staff were consulted in the revision process.

### IMPACT ON 2026 BUDGET:

6. N/A

### ALIGNMENT WITH STRATEGIC PLAN:

N/A



**RECOMMENDATION(S):**

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

**For:** The Stormont, Dundas and Glengarry  
County Library Board

**Policy No.:** OP-17

**Policy Type:** Operational

**Effective Date:** April 9, 2026

Date of Last Revision: April 14, 2022

First Approved: May 3, 2018

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## 1. Purpose

The Stormont, Dundas and Glengarry County Library (SDG Library) must act and appear to act in a non-partisan manner at all times, particularly during elections, while supporting the democratic process, freedom of expression and informed discussion on political issues. Perceived bias includes actions that a reasonable member of the public could interpret as endorsement or opposition to a candidate or party.

This policy applies to SDG Library Board members, employees and volunteers of the SDG Library in their dealings with candidates and political parties and the use of library resources during the campaign periods for municipal, provincial and federal elections. The Director of Library Services is responsible for interpreting and enforcing this policy.

In accordance with the *Municipal Elections Act*, Section 88(18), this policy shall be reviewed prior to May 1<sup>st</sup> in the year of a regular municipal election.

## 2. Definitions

“Library Resources” refers to all assets, services, and supports owned, leased, operated, or funded by the SDG Library, including but not limited to staff time and expertise, facilities and space, equipment and materials, technology and systems, communication channels, branding, and financial resources. “Library Resources” also includes any indirect use of the above, where such use could reasonably be perceived as supporting or opposing a political candidate or party.

## 3. Campaign Contributions

3.1. In accordance with the *Municipal Elections Act*, Section 70(4), the *Elections Finances Act*, Section 16(1), and *Canada Elections Act*, Section 404(1), the SDG Library Board may not make a contribution to the campaign of any candidate or political party in the form of money, goods or services.

3.2. The SDG Library Board may not make indirect contributions to the campaign of any candidate or political party in the form of discounted space, staff assistance, or promotional support.

## 4. Use of SDG Library Resources and Property

4.1. All candidates and political parties have equal access to publicly available resources and services of the SDG Library. Access is provided on a first-come, first-served basis and fees will be applied consistently to all users.

4.2. Meeting rooms may be booked in accordance with the SDG Library’s *Facilities Use*

# Political Elections Policy

*Policy*, and any candidate using a room must comply with standard booking terms. Use of SDG Library facilities by candidates or political organizations does not imply endorsement by the SDG Library.

- 4.3. Candidates cannot use equipment, supplies, staff, or other library resources of the SDG Library, nor may they use the SDG Library's logo in any campaign material.
- 4.4. An 'all-candidates' meeting can be held at the SDG Library, either as a library program or sponsored by another group, provided that event organizers invite all candidates to attend such meetings. Events may proceed provided all registered candidates were invited, regardless of attendance. A candidate cannot be featured or promoted in association with any other regular library program or event.
- 4.5. In accordance with the SDG Library's *Communications Policy*, the SDG Library will provide general information on elections. Campaign materials are not permitted on library premises. Candidates and political parties may not distribute, display, post, or leave campaign materials at any SDG Library location, including community boards.
- 4.6. All library communications during an election period shall be non-partisan and informational in nature. The SDG Library will not promote or endorse any candidate or political party. Public communications, including social media and media responses, shall be coordinated through the Communications and Marketing Coordinator, under the direction of the Director of Library Services or designate.
- 4.7. No election sign or poster specific to a candidate or political party can be posted on the grounds of the SDG Library or in the SDG Library building.

## 5. Responsibilities of Staff and Volunteers During an Election

- 5.1. SDG Library staff must maintain political neutrality while on duty and must not display, distribute, or advocate for political material in their capacity as SDG Library employees.
- 5.2. Any SDG Library staff member running as a candidate in the municipal election will comply with Section 30 of the *Municipal Elections Act*.
- 5.3. An SDG Library staff member or SDG Library volunteer involved in a political campaign must remain politically neutral while carrying out their library duties and must not participate in campaign activities during their working hours.

## 6. Responsibilities of Library Board Members During an Election

- 6.1. SDG Library Board members must maintain political neutrality in the performance of their duties and when representing the SDG Library. Board members shall not use their position, influence, or authority to support or oppose any political candidate, party, or campaign.
- 6.2. SDG Library Board members who are running for elected office may continue to fulfill their Board responsibilities; however, they must clearly separate their role as a candidate from their role as a Board member. At no time shall Board duties, meetings, or activities be used for campaign purposes.
- 6.3. Board members who are candidates in an election shall declare a conflict of interest and recuse themselves from any Board discussions or decisions that could provide them with a direct or perceived advantage in the election or otherwise create a conflict between

# Political Elections Policy

their duties to the SDG Library and their personal political interests.

## 7. Requests for information about the SDG Library

- 7.1. The Director of Library Services will coordinate requests for information about the SDG Library received from candidates or political parties. Requests will be handled in a consistent and equitable manner.
- 7.2. If requested in writing by a candidate, information provided by the SDG Library to any other candidate shall also be provided to the candidate requesting the same.
- 7.3. Any candidate or political party may request a meeting with the Director of Library Services or a tour of the SDG Library (and its branches).

## 8. Related Documents

SDG Library's Communications Policy (Policy No. OP-06)  
SDG Library's Facilities Use Policy (Policy No. OP-10)

DRAFT



**STAFF REPORT**

**S.R. No. 8-2026**

**PREPARED BY:** Rebecca Luck – Director of Library Services  
**PREPARED FOR:** SDG Library Board  
**LIBRARY BOARD DATE:** April 9, 2026  
**SUBJECT:** Chrysler Feasibility Study – Community Feedback

**BACKGROUND:**

1. To support the decisions of the Chrysler Feasibility Study, a community survey was conducted to gain valuable insights into the community’s feedback on the possibility of expanding the space and services of its Chrysler branch.
2. The survey was available from February 23 until March 14, 2026. During that time, we received 70 responses (57 English and 13 French).
3. The proposed Chrysler Library expansion would add approximately 1,653 sq. ft. to the existing 906 sq. ft., resulting in a total facility size of 2,559 sq. ft.
4. A summary of SDG Library branch sizes has been provided below:

<b>Branch</b>	<b>Size (sq. ft.)</b>	<b>Branch</b>	<b>Size (sq. ft.)</b>
Winchester	2,304	Finch	1,036
South Mountain	1,417	Ingleside	2,551
Chesterville	1,123	Long Sault	1,631
Iroquois	1,128	Maxville	1,431
Morrisburg	2,010	Alexandria	2,589
Williamsburg	851	Lancaster	959
Avonmore	1,170	Williamstown	1,500
Chrysler	906		

5. As outlined in the lease agreements, the SDG Library pays a rate of \$10.48 per square foot.

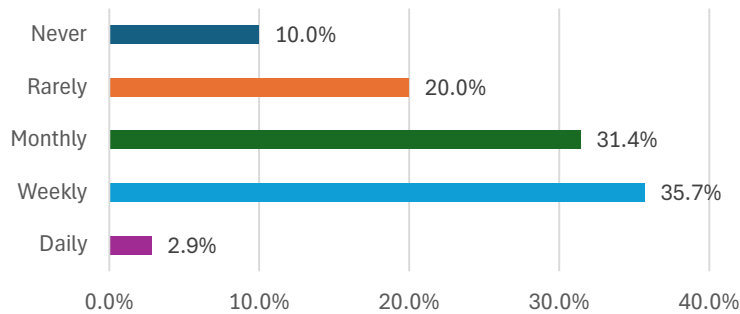
**ANALYSIS:**

6. The results demonstrate overwhelming support for the proposed expansion, positioning the project as a clear community priority among respondents.
7. Survey results indicate high engagement with the existing branch, with usage patterns strongly aligned with demand for family-, children-, and community-focused services.
8. Limited space emerged as the most consistent concern, with strong demand for dedicated areas, including a children’s space, makerspace, program/event room, technology lab, outdoor space, and quiet study areas.

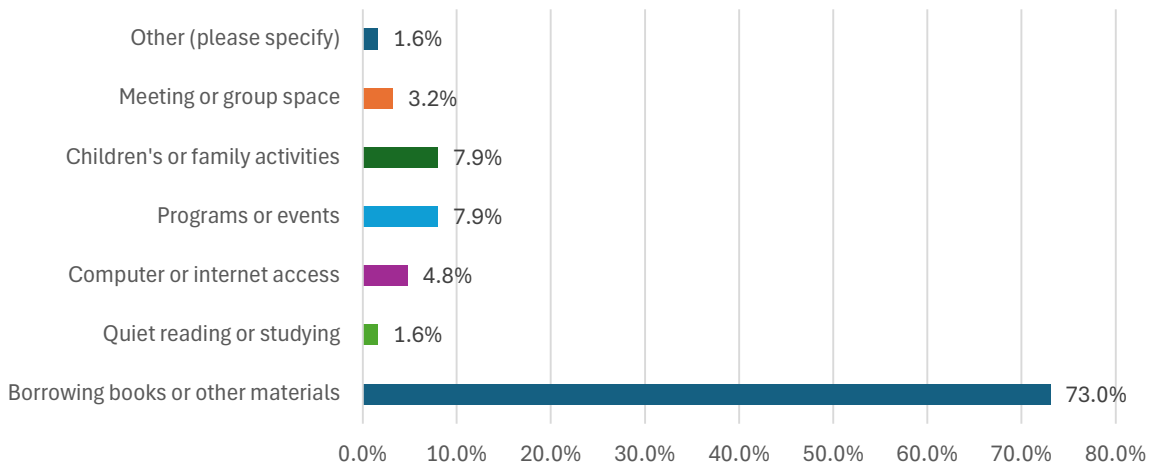
9. The most valued facility features include natural light, accessibility, comfortable seating, and modern technology. There is also strong interest in makerspaces and hands-on technology, while self-checkout machines were identified as a lower priority.

10. The results of the community survey have been compiled below:

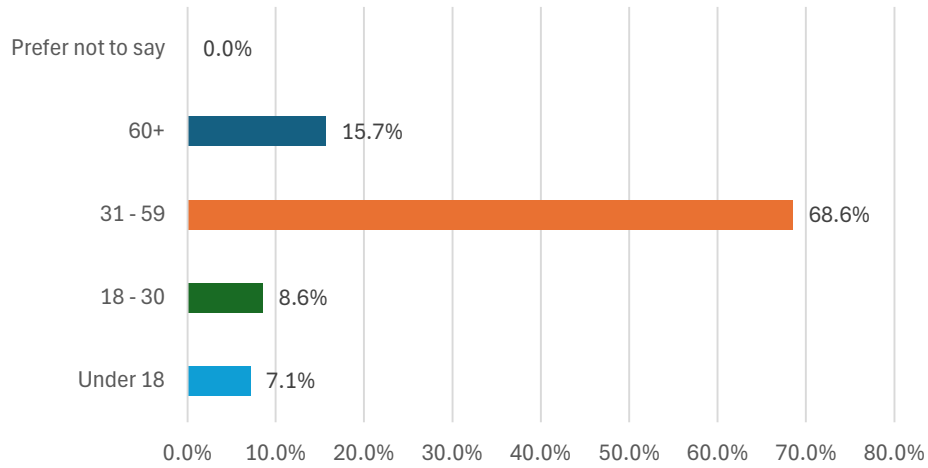
How often do you visit the SDG Crysler Library Branch?



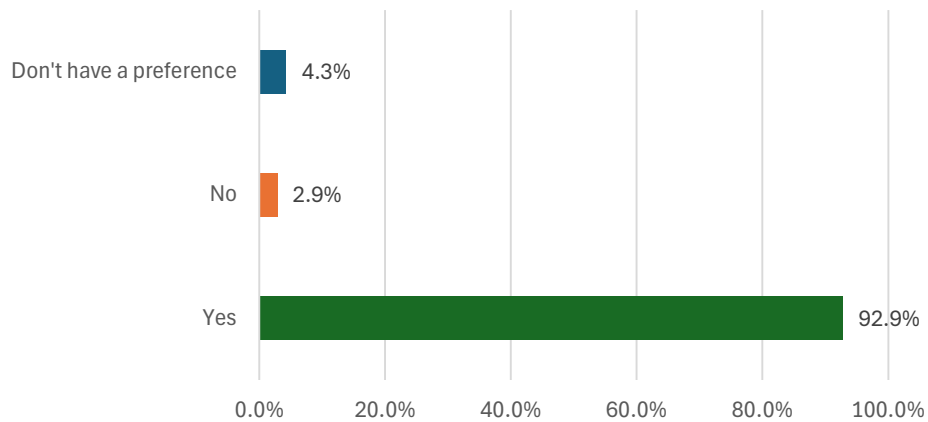
What is your primary reason for visiting the Crysler Library?



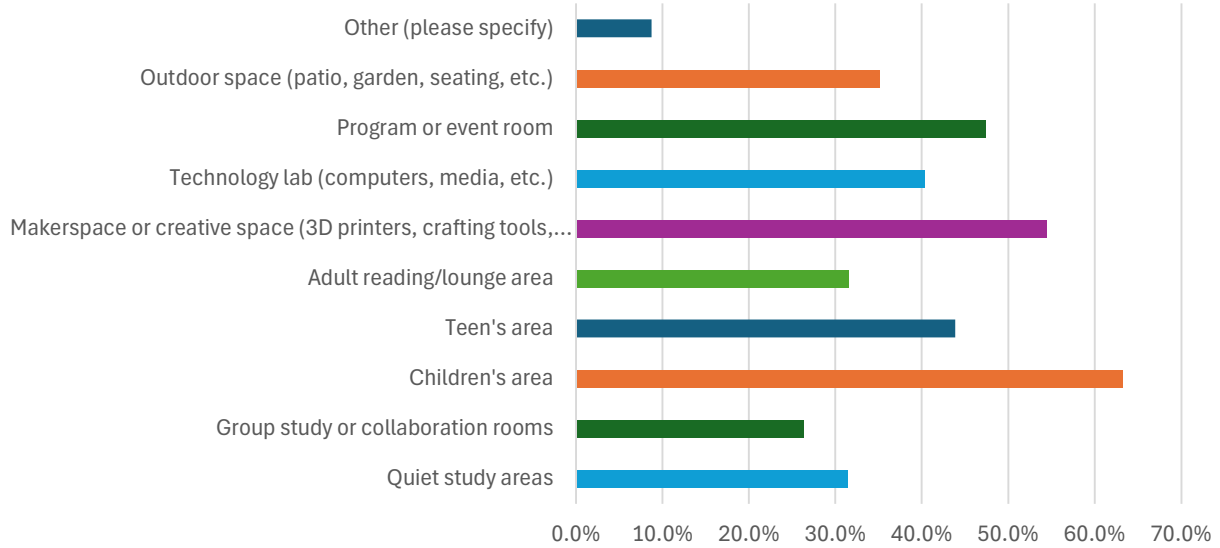
### What is your age group?



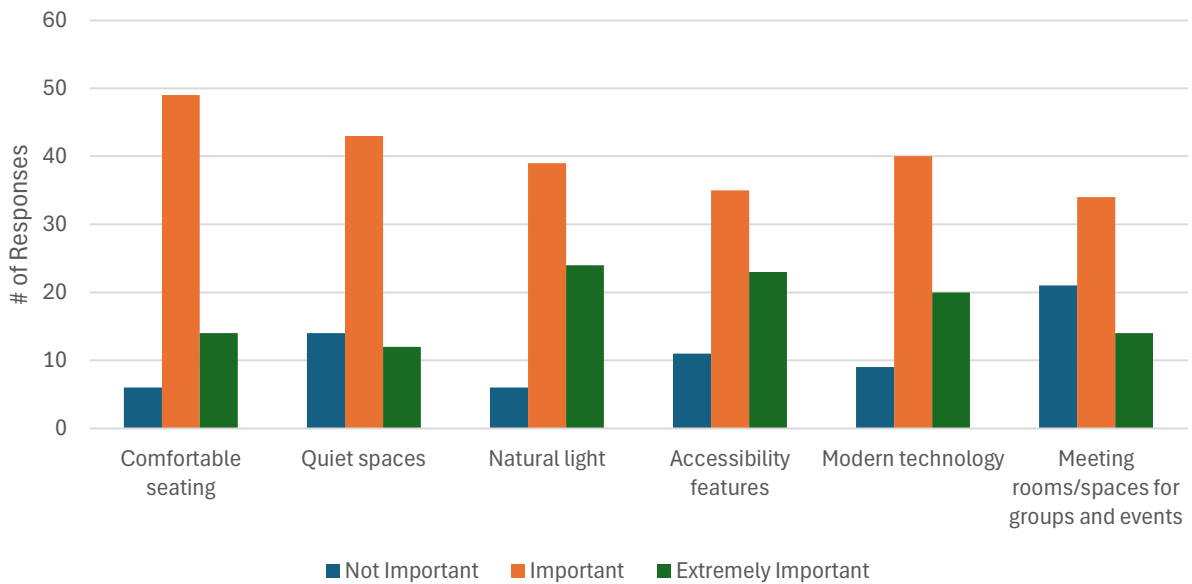
### Would you be in favour of the SDG Chrysler Library building expanding its facility in the future?



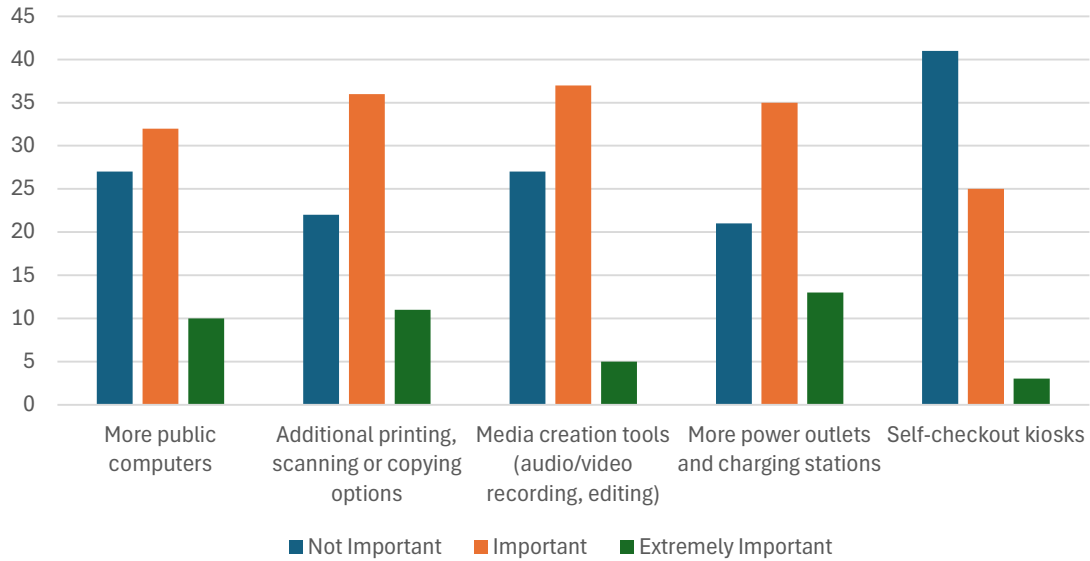
### Which spaces would you most like to see included or enhanced as part of any future Library expansion?



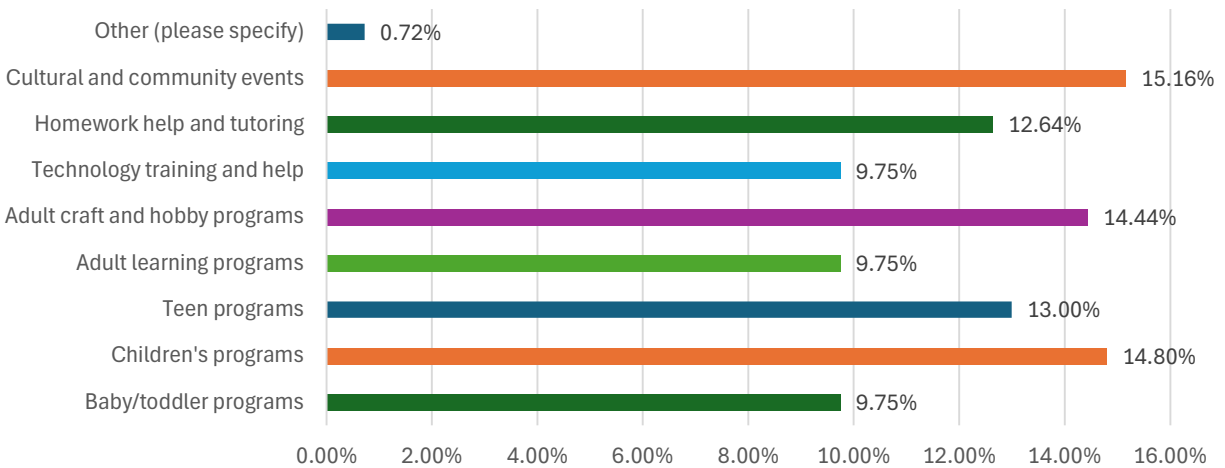
### How important are the following facility features to you?



### What technological improvements are most important to you?



### As part of any future expansion, what programs or services would you like to see added?



## What improvements would make you want to spend more time at the Crysler Library?

English Answers: 38

French Answers: 9

Natural light with a section more accommodating to young families

More natural light, more adult-oriented events, more table spaces / comfortable seating.

More space. A variety of spaces.

I would like to be able to find books available at the library using some screens so I don't need to go through all of them manually. More armchairs to sit on would be helpful. Maybe bigger open space with windows would be more welcoming.

Comfortable seating and separate areas for kiddos (quiet vs. louder spaces)

More pre-teen activities. My oldest is 10 and not interested in the little kid things.

Expansion, outdoor option, quiet zone.

More room for activities and events

Having a place to meet with other community members would be amazing.

Technically classes for seniors.

Definitely a kids mid-week program. Especially throughout winter months

Some more adult orientated classes or crafts. Maybe even a mixed, kids and adults class/craft, so the whole family can attend, and everyone has something to do.

If it was larger and more things for the little ones to keep them occupied. Love to see more group activities after school to enhance learning and tutoring.

More space so you don't feel in the way when there's more than 10 people there

It would be nice to have more space and more dedicated spaces for different age groups

Classes learning groups, community groups gathering, tech equipment I don't have at home, a place to share our talents and experience with each other

Better meeting space, more book shelves/space

More English reading materials! At present majority of the books on the shelves are in French and I have to constantly hold books online and have them brought in

Every time I've been in there's always a meeting of some sort that is extremely loud and I feel like I'm intruding. They take up almost half the library so I feel like I can't go to that section to browse because I'm intruding on their meeting. A separate meeting room is an excellent idea.

The current hours are not ideal. If it was open evenings and on the weekends I would be more likely to go more often.

Comfy seating indoor and outdoor

More space

More space

Extended hours

The community uses the library extensively and has outgrown the size of the library, and the community continues to grow. Additional space for teens and programming expansion would be wonderful, along with spots to allow community members to read or work and run programming or meetings.

More craft programs for adults (bedazzling books on a weeknight or diy painted edges etc)

More space would certainly be welcomed. It can get tight in there and the kids need more space to explore.

We come with our kids and we love the opportunity for them to play, we would like a kids specific space

Plus espaces

J'aimerais bien un espace avec beaucoup de luminosité naturelle. J'aimerais aussi pouvoir m'asseoir dehors l'été près de la bibliothèque. (Pas dans un parking lot)

Plus d'heure d'ouverture

Avoir un espace coin lecture avec fauteuil et plantes

Activités communautaires (club de tricot/crochet, club de lecture)

Avoir plus d'espace avec fauteuils confortables, belle luminosité et plus de services

Plus d'activités pour enfants

Plus grand espace pour les enfants/ coin de lecture pour eux, plus lumineux (naturellement),

Plus d'espaces, lumière naturelle

### **Are there any spaces or services you feel are currently missing from the Chrysler Library?**

English Answers: 36

French Answers: 8

3d printing. Technology classes

Some kind of community space that groups can rent/use/borrow.

Meeting room.

Maybe some water cooler with cold and hot water.

Place for meetings and events away from stacks so as to not to disturb other people

Just more space in general. When I have been for activities in the past I felt cramped.

More age specific program offerings.

More books. Comfortable Sitting area. Private rooms. Printing services.

Baby/toddler activities

Quiet area, lounge area, sensory area

I think the Chrysler library offers great services, for all ages. I don't have toddlers anymore so I'm not aware of that age group is covered but there is always plenty going on for my children. The garden program is great!

I enjoy everything the library currently has. Would love to see a community wall where folks can post things on (I.e babysitting, local events, tutoring services)

Meeting space

A better entry way, the area at the door some days feels very crowded

A meeting room

It's a little small overall

Copying facility

Dedicated kid space

Teaching young students (7-14) different topics or tutoring them

With the resources available the library is providing excellent service. Meeting rooms, space to plug in and work, and space for youth as well as existing space for Children would be nice.

Colour printer

Maker space

Meeting space would be amazing for the community.

it would be nice for more space, sometimes when the kids are playing and other people are looking at the shelves it feels tight

Espaces tranquille

Des groupes et des cours pour des ados, enfants et bébés.

Promotion de livre et auteur locaux. Centre de jeux et de lecture pour enfants

Activités pour adultes durant le jour (comme par exemple se qui se fait dans les autres branches de SDG - artisanat etc.).

Rencontre avec auteur soit local ou autre à plus petite échelle que l'événement annuel "Meet the Author" se qui avait été fait dans le passé

L'espace n'est pas adéquate pour des groupes de gens; tout le monde entend tout ce qui se passe, pas privé ...

Espace pour les enfants à l'écart des autres. Salle de rencontre

Espace d'étude isolé

Espace de rencontre

**Is there anything else you would like us to consider as part of any future plans for the Chrysler Library expansion?**

English Answers: 30

French Answers: 6

Expand the number of hours per week. There was a library in Oshawa that had a small stage for poetry readings or author visits, maybe something like that here.

It would be great to have some STEM or LEGO project activities for kids. It could also be interesting to offer classes where kids learn the basics of playing different musical instruments. Also basic sewing classes, for example teaching kids how to sew a button or fixing holes on their clothes. For adults maybe crochet and knitting groups would be an option.

To keep the outdoor space in some way please

I really appreciate the volunteers' efforts to do activities. I really like the idea of the kids science and gardening club although I haven't had a chance to go yet.

Parking

It would be important to keep it in walking distance of the school

Natural lighting will be ideal.

I think advertising to new members of the community is very important. They may never know you are there otherwise. Maybe consider getting paperwork into residents hands, explaining all that is available through library membership. If there's not enough money in the budget for that, then get a team of volunteers together to make flyers and deliver them around town. Put paperwork in local establishments for people to pick up.

A little kitchenette area for those evenings when there are meetings or clubs. This I believe would bring opportunity to the library and also just a small rental space (for 4h Ontario, church meeting, local meetings, or small group activities)

I know we can't use it all year round but an outdoor space is lovely. We have one now and it's nice to have a place for kids to hang out, and then maybe it'll bring them into the library more too.

I hope the expansion remains in and around the same area as it is now.

Incorporating sustainable and energy-efficient design elements (i.e. led lighting, day-lighting)

Better hours, often feel the library isn't open or accessible to everyone

Spend our tax dollar on things that matter to the residents. Better roads, medical access etc.

I often learn about events after they've occurred from others posting about them on Facebook. You need to improve the marketing of events with the community. You may post them on your website but nobody goes to your website and they don't see them until after the fact. Post them to the Crysler Friends page to promote them and more people will come.

Having a larger kid's section, with more French books. Currently feels like we've read them all

Please don't forget there's a community garden at the back. If parking needs to be moved back there the township needs to work with the volunteers there.

A bigger French section

The existing building footprint and location makes it challenging to do an expansion so looking at alternate land locations would be a good consideration.

Would really be interested in having the maker lab in Crysler

More bilingual posts and activities would ensure the branch caters to the old and new community members.

Places for the kids to learn and tutor

Plus choice de livres

La communauté francophone est importante à Crysler. Il est important que les programmes ne soit pas offert uniquement en anglais.

Assurer l'accessibilité de l'environnement

Augmenter les heures d'ouverture pour en profiter pleinement; ajouter aussi de l'espace pour le personnel

Espace francophone

Dans aucune des minutes de la municipalité de North Stormont, parle-t-on de faire un agrandissement à la bibliothèque existante. Que ferez-vous si celle-ci refuse le projet? Et qui paiera pour ce projet d'agrandissement?

#### **IMPACT ON 2026 BUDGET:**

11. N/A

#### **ALIGNMENT WITH STRATEGIC PLAN:**

Goal 1: Growing our Physical and Digital Infrastructure

**OCCUPANT LOAD CALCULATIONS**

LIBRARY OCCUPANT LOAD CALCULATIONS				EXIT CAPACITY CALCULATIONS (IN PERSONS) (OBC 3.1.3.3)		
LIBRARY	AREA	OCCUPANT LOAD VALUE (PER PERSON) (OBC TABLE 3.1.1.1 (1))	CALCULATED OCCUPANT LOAD (2)	WIDTH (DOOR)	FACTOR	CAPACITY
LIBRARY - OPEN SPACE	157m <sup>2</sup>	DESIGN LOAD	57	850	6.1	499 (MAX 100 CAPACITY DUE TO WATER CLOSET COUNT)
STAFF KITCHENETTE	4m <sup>2</sup>	DESIGN LOAD	1			
MAKER SPACE	20m <sup>2</sup>	DESIGN LOAD	3			
MEETING/PROGRAMMING	10m <sup>2</sup>	DESIGN LOAD	6			
COMPUTER STATION	4m <sup>2</sup>	DESIGN LOAD	3			
SUPPLY CLOSET	6m <sup>2</sup>	0 (2)	0			
UTILITY ROOM	17m <sup>2</sup>	0 (2)	0			
OUTDOOR PATIO	44m <sup>2</sup>	DESIGN LOAD (3)	30			
<b>TOTAL</b>		<b>DESIGN LOAD (1)</b>	<b>100 MAX</b>			

NOTES:  
 1) DESIGN LOAD PROPOSED BASED ON EXPECTED USE OF THE SPACE. DESIGN OCCUPANT LOAD TO BE POSTED IN A CONSPICUOUS LOCATION (OBC 3.1.17.1 (2)).  
 2) NON-COMBUSTIBLE SERVICE ROOMS, LOCKER ROOMS AND COMBINATION SPACES ARE CONSIDERED NON-SMALL TENDENCY USE. OCCUPANTS OF THESE ROOMS OR SPACES HAVE BEEN ACCOUNTED FOR IN THE OCCUPANT LOADS FOR OTHER FLOORS / SPACES IN THE BUILDING.  
 3) DESIGN MAXIMUM 10 PERSON OCCUPANT LOAD REQUIRED DUE TO ROOM BEING SERVED BY A SINGLE EXPRESS DOOR (OBC 3.1.1.5). DESIGN OCCUPANT LOAD IS REQUIRED TO BE POSTED IN A CONSPICUOUS LOCATION (OBC 3.1.17.1 (2)).

**PLUMBING FIXTURE COUNT**

LIBRARY	OCCUPANT LOAD OF EACH SEX		PLUMBING FIXTURES REQUIRED (OBC 3.2.7.4.3.A)		PLUMBING FIXTURES PROVIDED		
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	UNIVERSAL
	50	50	1	2	1	1(1)	1 (EXISTING TO REMAIN)

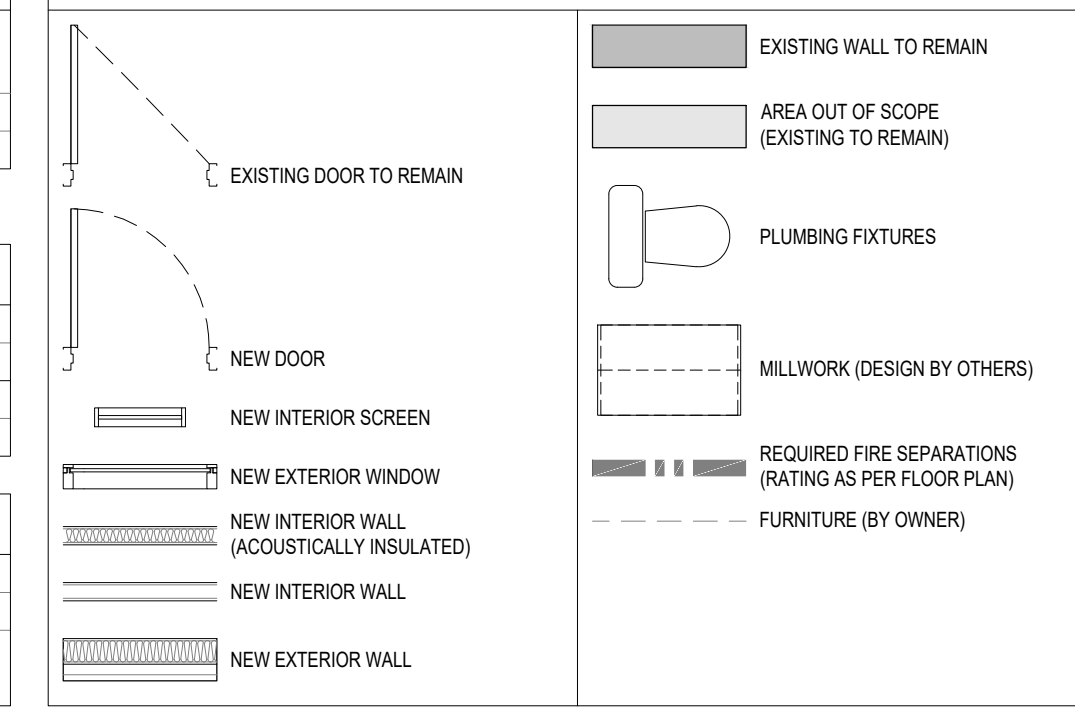
NOTES:  
 1) THE WATER CLOSET AND LAVATORY PROVIDED IN THE UNIVERSAL WASHROOM IS COUNTED AS PART OF ONE OF THE PLUMBING FIXTURES REQUIRED FOR MALES AND FEMALES WHEN MORE THAN ONE IS REQUIRED FOR EITHER BOTH GENDERS (OBC 3.1.7.4.2 (B)).

OBC STATISTICS		GROSS FLOOR AREA (GFA)	
GROUP A, DIVISION 2, UP TO 2 STOREYS (OBC 3.2.2.2.5)		EXISTING:	±106m <sup>2</sup> (±1,142ft <sup>2</sup> )
NUMBER OF STOREYS: 2		ADDITION:	154m <sup>2</sup> (1,653ft <sup>2</sup> )
NUMBER OF STOREYS: 1 (LIBRARY HEIGHT TO MATCH EXISTING)		<b>TOTAL:</b>	<b>261m<sup>2</sup> (2,805ft<sup>2</sup>)</b>
		OUTDOOR AREA:	44m <sup>2</sup> (479ft <sup>2</sup> )

**PARKING REQUIREMENTS**

BY-LAW REQUIRED: PUBLIC BUILDING: 1 SPACE PER 20m<sup>2</sup> OF GROSS FLOOR AREA WITH A MINIMUM OF 3 SPACES  
 SPACES REQUIRED: 16 SPACES (OF WHICH 1 TO BE BARRIER-FREE (4% MIN OF PS PER ACCA)) (BASED ON TOTAL INDOOR + OUTDOOR GFA)  
 BY-LAW PARKING SIZE: 2.75m x 5.5m (STANDARD SPACE PER TOWNSHIP BY-LAW)  
 3.4m x 1.5m ACCESS AISLE x 6.0m (BARRIER-FREE SPACE SIZE PER ACCA)

**LEGEND**

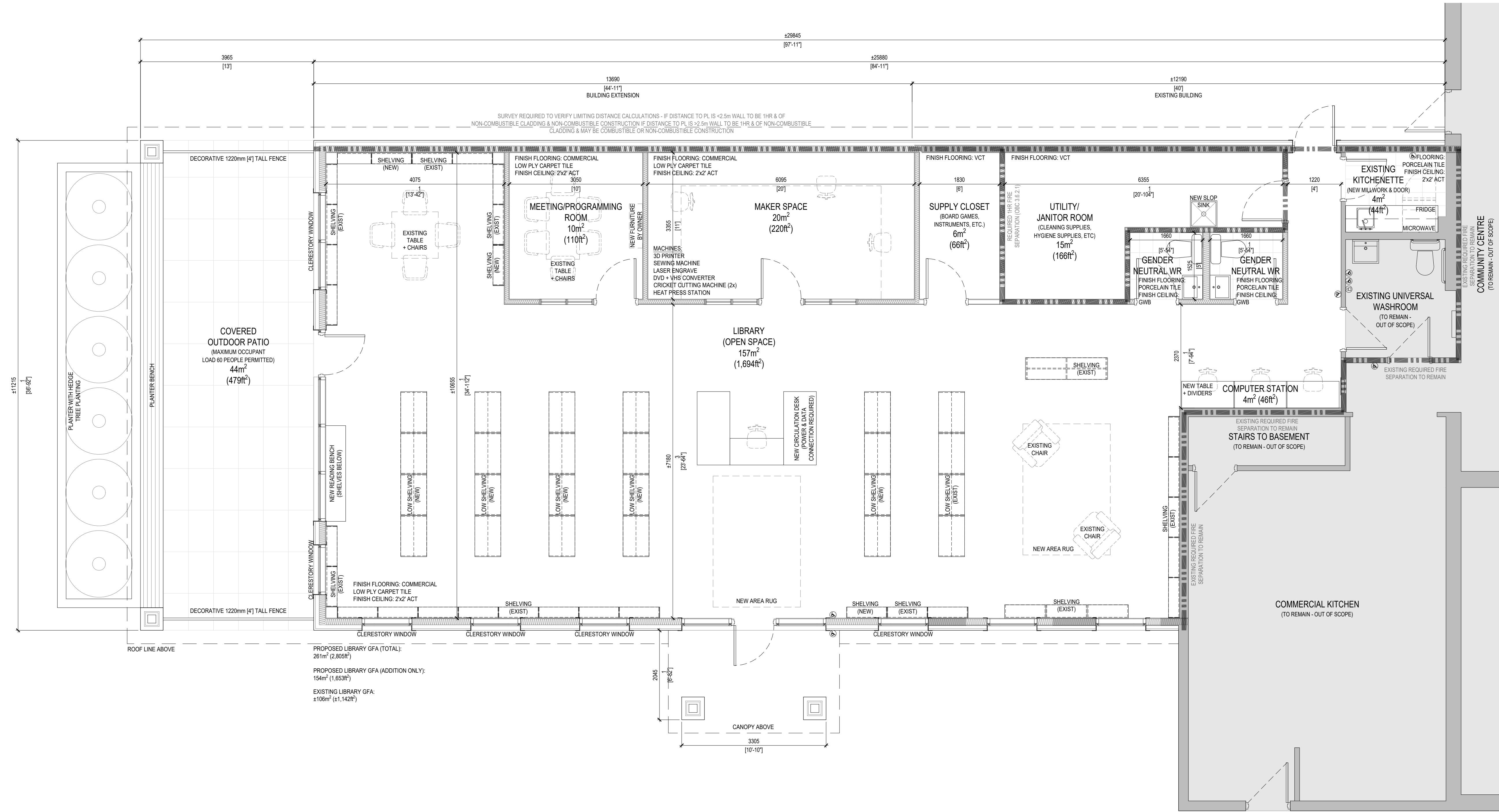


**CRYSLER BRANCH**  
 16 THIRD STREET, CRYSLER, ONTARIO, M0A 1R0  
 PROJECT NO. 2529

**PROPOSED FLOOR PLAN**

**DRAFT**

**A101**  
 1:50  
 February 25, 2026





# Guidelines For Rural/Urban Public Library Systems

4<sup>th</sup> edition

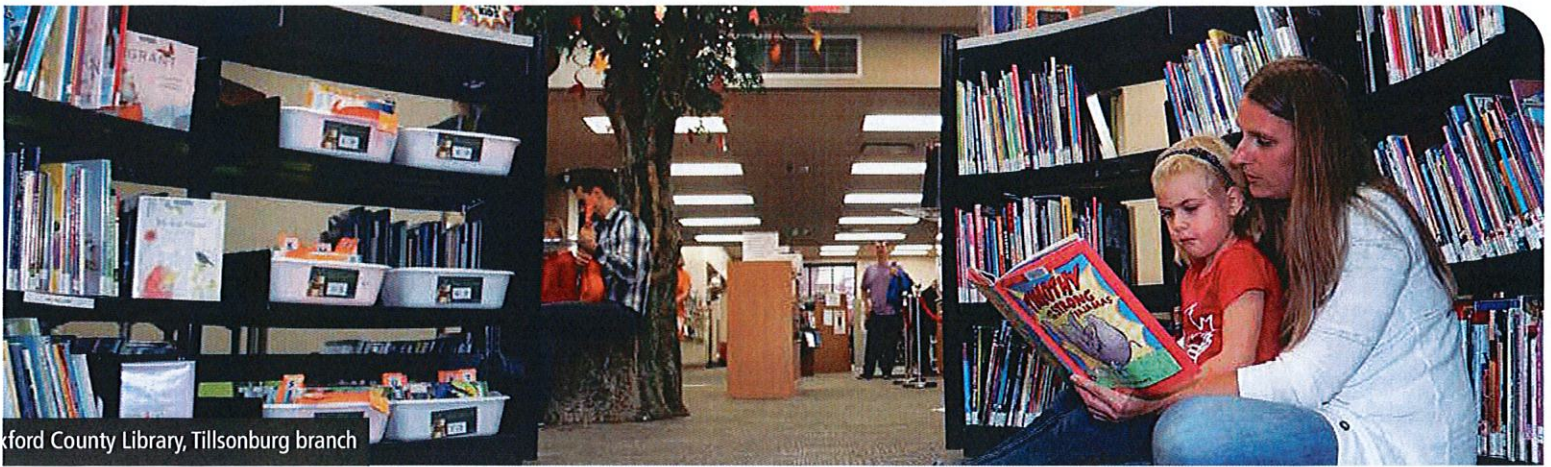
**Administrators of Rural and Urban  
Public Libraries of Ontario**

Revised June, 2023



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# 1. Introduction

The Guidelines for Rural/Urban Public Library Systems are a developmental tool for rural/urban and county libraries. The Guidelines are expressed as targets for a library to provide an appropriate level of service for its community. They have been developed by the library administrators of ARUPLO public libraries based on:

- Their considerable collective expertise;
- Comparative data and research regarding other jurisdictions;
- Trends and changes in rural/urban Ontario.

Guidelines are generally regarded as quantifiable and can be benchmarked. They are recommendations as to how things should be done. *Best Practices* represent what is well done by peers and what should be an aspiration by those looking to be a site of excellence.

Municipal libraries must conform to provisions of the *Public Libraries Act*, the *Municipal Act*, *Accessibility for Ontarians with Disabilities Act*, and other relevant legislation and are accountable to the communities they serve. (The term “municipal libraries” herein references interchangeably county, union, and municipal libraries.)

Reports on general efficiency and effectiveness of service delivery are annual requirements for all municipal libraries. However, there is also a need for more specific guidelines and best practices relevant to rural/urban public libraries in Ontario.

These guidelines build on and are supplementary to the [Ontario Public Library Guidelines](#).

## The Intended Use of the Guidelines

ARUPLO Libraries have made the following commitments with respect to the guidelines:

- The guidelines and best practices describe an appropriate level of service for ARUPLO libraries;
- The guidelines and best practices will be used on a regular basis by ARUPLO libraries to evaluate current and plan future library services;
- While the guidelines and best practices will be used in conjunction with other similar products, including the Ontario Public Library Guidelines, they are considered most applicable to the multi-branch rural/urban nature of the ARUPLO library systems.



The work of the Fourth Edition took place during a period of recovery from the COVID-19 pandemic. Significant service changes were made in reaction to the closures and public health restrictions imposed during the pandemic. The extent to which these changes will be retained, adapted, and incorporated in established service delivery models remains to be seen.

The pandemic forced public libraries to pursue innovations, many of which created new ways for existing library clientele and new user populations to access library services, thus breaking down barriers.

## 2. Trends and Changes in Rural/Urban Ontario

The Guidelines for Rural/Urban Public Library Systems identify appropriate service levels that reflect the changing nature of municipalities and public libraries serving rural and rural/urban Ontario. Rural/Urban Ontario refers to those communities that are close to larger urban centres and that have integral service, schooling and shopping relationships with urban areas.

### Rural Sustainability

Changing demographics are placing increasing pressures on the sustainability of rural communities, including the ability to provide an array of services, such as public libraries. The face of rural communities is changing rapidly as a result of increased urbanization across Ontario, an aging and increasingly diverse population, and the impact of technology and remote work and education on rural lifestyles. Rural communities need to find creative ways to sustain themselves and ensure that services can meet growing needs and expectations.

#### Factors affecting rural sustainability include:

1. Rural life is based on much more than agriculture; only a small percentage of rural residents work in agriculture. Much of modern agriculture is industrialized, intensified and automated.
2. Dominant rural employment is small to medium-sized manufacturing and services.
3. The ability to provide high-speed connectivity and communications infrastructure supports rural employment in knowledge-based, cultural, and creative occupations, increasingly through telecommuting and working from home. While highspeed Internet is becoming more readily available in rural areas, issues of affordability remain a serious barrier for low-income residents.
4. Many rural residents commute to a city for work, work from home, or are self-employed. Rural entrepreneurship is on the rise.
5. The influx of ex-urbanites to rural areas in search of more affordable housing and/or desirable lifestyle change is intensifying due to the post-pandemic rise in work-from-home arrangements. New residents to rural areas bring increased diversity and broader service level expectations reminiscent of what they enjoyed in larger urban communities.
6. While many ARUPLO member municipalities are experiencing rapid growth, others are not, with some seeing declining population numbers, thus creating a disparity in availability of growth-related funding.
7. Out-migration continues as young people leave rural areas for post-secondary education and tend not to return due to greater employment opportunities in larger urban centres.
8. Escalating housing costs and lack of affordable supply are impacting rural residents' housing choices.
9. Cottages and seasonal residences are being renovated to become permanent and retirement homes. The growth in work-from-home arrangements has intensified this trend.
10. Part-time and seasonal residents, particularly in high tourist areas, require access to library services and should be accounted for in population calculations, regardless of how Ministries or Census Canada counts these residents.
11. There is increased focus and investment in outdoor and tourism-based economic and social activities (eco-tourism, culinary/agri-tourism, trails systems, outdoor sports amenities).
12. Needs of an older adult population require investment in infrastructure for age-friendly housing, social and recreational services, long-term care, and health services.
13. Lack of public transit options creates car dependency and mobility problems for lower income, student, and other populations experiencing barriers to accessing services.
14. There is a shortage of recreational opportunities for children and teens.
15. There is increasing rates of homelessness, precarious housing, and mental health issues, senior isolation, food insecurities, and the need to support vulnerable populations in rural communities.
16. Traditional rural society was based on social gatherings and relationships, community involvement and volunteerism. Fewer community connections and declining volunteerism are threatening traditional rural social institutions.



**Building a sense of connection to the community for residents is challenging, given that it requires involvement and investment, and it is not always clear how to start or where to go. The social constructs for community participation, including public library service, have to be able to understand, appeal to and fit with residents’ interests and lifestyles.**

**The public library has a role in bridging social capital. As a shared and accessible public space, the library can bring together diverse people, facilitate civic engagement, and help create a stronger community.**

## Libraries’ Role in Rural Sustainability and Community Wellbeing



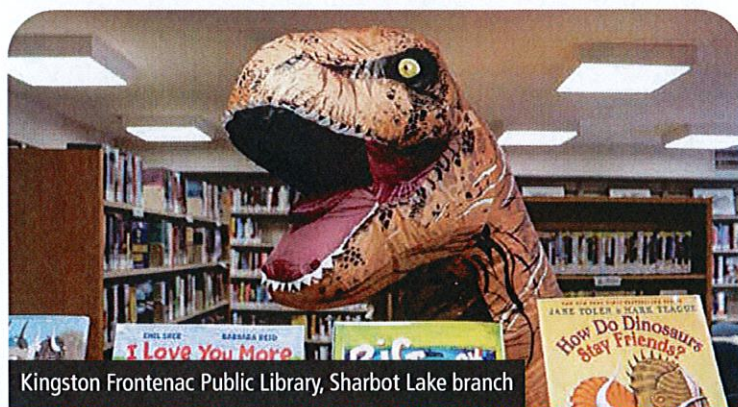
The library system contributes to municipal strategic initiatives through a strategic plan which:

- Reflects the vision in the municipalities’ planning documents;
- Contains strategies that are complementary to those contained in the municipalities’ strategic plans;
- Positions the library as an integral partner in community development.

The key to rural development and rural sustainability is a more informed, innovative, and inclusive community. The Ontario Public Library Guidelines state “The library has established partnerships with other organizations in the community in order to coordinate resources and actions, thereby jointly improving service to the community (e.g. with schools, literacy programs, chambers of commerce, heritage groups, government offices, and advocate groups).”

**To help address the factors affecting rural sustainability, the library needs to:**

1. Provide all residents with equitable access to quality information through connectivity and a comprehensive range of online resources and databases.
2. Facilitate the delivery of government services, as a local access point in the community providing trained staff, connectivity, and navigational assistance.
3. Locate library facilities in existing village and town clusters or rural service centres in order to maximize opportunities for co-locations and community hub models.
4. Practise community-led librarianship to develop and maintain relationships, understand needs, and share resources. Participate in community organizations and events.
5. Work with community agencies in the delivery of programs and resources that build and strengthen literacies and innovation.
6. Arrange for reciprocal borrowing arrangements with neighbouring city, town, and county library systems in order to serve residents who commute outside of their home community to work.
7. Form partnerships with local schools and post-secondary institutions, including reciprocal borrowing arrangements, to support student success and promote the use of public library services.
8. Provide services to those pursuing education through home schooling, distance education, and on-line learning.
9. Provide the technological tools and a climate of discovery to ensure that rural communities have access to new and emerging technologies and a place to learn, explore and collaborate.
10. Build relationships with local business communities and organizations. Provide access to business information resources and promote library spaces and services to home-based businesses and local entrepreneurs.
11. Facilitate the use of library spaces by community agencies to address the needs of vulnerable populations.
12. Effectively communicate the library’s impact to local government leaders and partners.



Kingston Frontenac Public Library, Sharbot Lake branch

### 3. Definitions

**Guidelines** define a level of service or a preferred manner of delivering a service that can be measured and is adopted as a minimum target appropriate for all ARUPLO libraries. Guidelines are expressed as targets for a library to provide an appropriate level of service for its community. Examples of guidelines include size of library space, open hours per week, and number of items in a collection. It is important to note that what is presented here are guidelines and not standards. Standards are mandatory and imply active monitoring and some form of sanction for not meeting them. Guidelines are discretionary and outline recommended ways to provide service within measurable categories.

Application of these guidelines is important for internal planning purposes and also to serve as a benchmarking tool relative to other systems.

**Best practices** describe an optimal level of service or manner of providing services that may or may not be measurable. In addition, it is acknowledged that unique local circumstances may affect the validity or importance of a best practice and they may not apply to all library systems in every circumstance. Examples of best practices include space and staff allocations for services to special groups.

In earlier editions of the ARUPLO Guidelines, Guidelines and Best Practices were listed separately in the document. In this version they are combined within each guideline section for easier reference.

**\*Both Branch Definitions and Catchment Areas are recognized as problematic, and local circumstances and rationales that fit the community’s unique situation can override strict adherence to the guidelines.**

#### Branch Definitions

Many multi-branch systems serving rural areas seek creative ways to provide service to a variety of different communities. Service delivery options may be known locally as deposit stations, satellites, bookmobiles, book lockers, kiosks, among others. Service locations which fall significantly below guidelines may still be referred to locally as “public libraries” or “library branches”, in recognition of their long-standing status as such within the community. However, it is neither feasible nor desirable to try to create guidelines for solutions that attempt to address unique and local circumstances. Every library system will have to address its own rationale for the existence, creation, or “grandfathering” of such local solutions. **As a best practice, it is highly recommended that any such options be dealt with in the context of the system’s strategic planning process and articulated in a service delivery plan.**

**For purposes of this document, four types of branches have been identified:**

- Small Branches;
- Medium Branches;
- Large Branches;
- Urban Branches.

Each type can be determined by attributes including population size, local economic activity, and seasonal demand. It is up to each system to determine which branches it wishes to classify as small, medium, large or urban based on the strategic role that each branch plays within the system as a whole. Inability to meet one or more of the guidelines does not preclude it from being considered in a certain category if it meets most other guidelines.

Further, libraries may assign particular roles to specific branches, for example: functioning as a resource library to other smaller branches or a broader catchment population; hosting a makerspace or local history collection; or offering space for community partners’ outreach programming.



## Catchment Area / Population Served

The catchment area is the area from which users are drawn to a particular library service point. Catchment areas and the population contained therein can be determined by branch library surveys, census data, information from county or municipal offices, Canada Post postal code areas, and the information collected by school boards. Some libraries apportion the catchment population based on percentage of library cards affiliated with each branch, percentage of circulation of physical materials per branch, acknowledging that many borrowers use more than one branch or may use online resources exclusively.

The following are the general guidelines for branch catchment areas/population served:

### Small branches

Generally serve catchment areas of up to 5,000 population as determined by each system.

### Medium branches

Generally serve catchment areas of 5,000-10,000 population as determined by each system.

### Large branches

Generally serve catchment areas of 10,000-35,000 population as determined by each system.

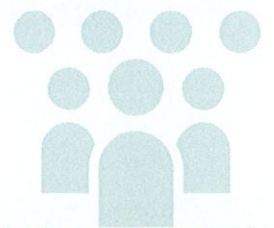
### Urban branches

Generally serve catchment area of 35,000 or more population as determined by each system.

Local considerations are a critical component of determining catchment area/population served and whether a branch is considered small, medium, large or urban.

## Examples of Local Considerations

- A branch may serve an immediate population of less than 10,000 people, thereby putting it in the medium category, but be considered a large branch by the system because it serves a strategic role such as having a larger collection, hosting system-wide functions such as inter-library loan or providing space for enhanced programming opportunities, Makerspaces, or non-traditional collections.
- Branches located in high tourist areas have an influx of visitors, whose needs must be supported, therefore their numbers need to be considered.
- Branches located in cottage country or popular rural areas may also have seasonal or weekend residents, who are not tourists, who also use the public library.
- Tie-ins between the library and economic development factors, e.g residents of neighbouring municipalities may in fact identify your branch's community as their "Community of Interest".
- A multi-branch system may have a mixture of types of branch within its member municipalities, with the strategic roles of each branch articulated in a service delivery model. The catchment area/population served of each branch therefore becomes less relevant against its unique strategic role and the relationships between branches within a "community of communities".





Huron County Library, Bayfield branch

## 4. Guidelines and Best Practices

### 4.1 Facilities

#### 4.1.1 Guidelines

Library facilities should be developed to meet local community needs, library service strategies, projected populations and compliance with the *Accessibility for Ontarians with Disabilities Act*, building standards, other regulations and municipal policies. The following is a general guideline for the range of size for each library type:

	Small	Medium	Large	Urban
Net library space square footage (s.f.)	2,500 – 5,000	5,000 – 10,000	10,000 – 35,000	35,000+

Branch size is also affected by components such as programs, special collections, and other add-on functions attributed to the branch by the library system, for example an enhanced role as a resource library to other branches or service areas. Space may also be shared space such as library and gallery, or library and arena, or library and system storage/administration. In these cases, net library space is the space allocated for library services including programming spaces in the library, collections, gathering areas, seating, staff areas, and library storage, etc.

Additional non-assignable space is required for public washrooms, utilities, stairwells, elevators, corridors, foyers, custodian, closets, mechanicals, etc., which will vary based on the type of building. This is generally allocated at 27-30% in addition to the above net space required.

## 4.1.2 Best Practices

### Space Allocation by Function

- User Seating: 5 user spaces per 1,000 capita @ 35 s.f. per user space
- Children's Area: self-contained area of 20 – 30% of the library's assignable area
- Teen Area: 10% of the library's assignable area
- Staff work space: 15% of the library's assignable area

Generally, the facility should be large enough to provide at least 1 s.f. of assignable space per population served or is projected to serve beyond minimum guidelines (e.g. if the catchment area is or will be 20,000 people, the facility should be 20,000 sq. ft. minimum).

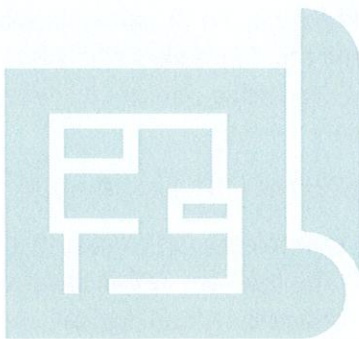
Additionally, this calculation accounts for flexibility of type of space and seating, as well as providing more buffer space between individuals.

### Branch Location

Members of the public travel no more than 30 minutes in a motorized vehicle under normal driving conditions to access basic library services offered by their municipal library system or by another municipal library system with reciprocal borrowing.

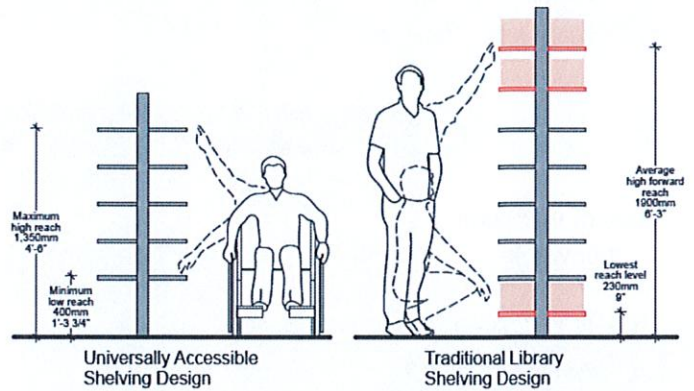
### Flexible spaces

With the growing need for meeting spaces and creative and collaborative spaces, library spaces should be as flexible as possible to allow for reconfigurations as needed. This should guide the choice of furnishings and equipment (e.g. mobile shelving which can be moved by staff for programming flexibility) as well as space design.

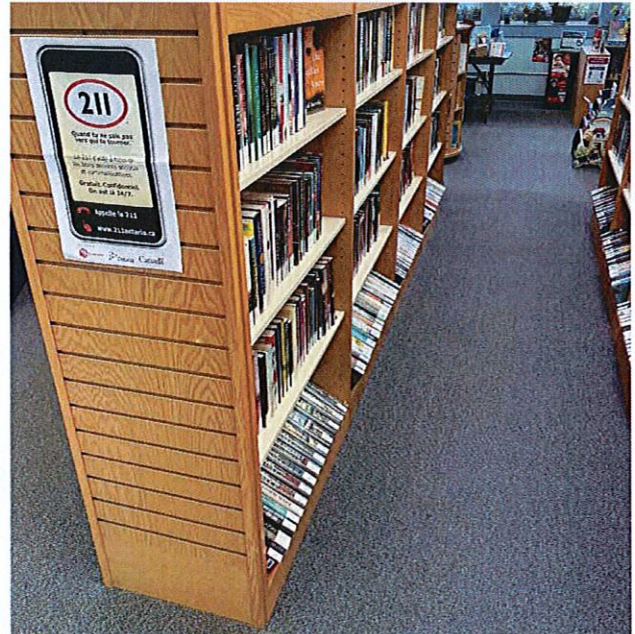


### Universal Accessibility

Branch libraries should strive to be as accessible as possible, not only to meet the requirements of the the *Accessibility for Ontarians with Disabilities Act*, but in the spirit of providing welcoming space for everyone, such as families with strollers, individuals with low vision, mobility issues, etc. The following diagram demonstrates enhanced accessibility in shelving design.



Libraries can also address ease of access with sloped lower shelves as illustrated in the following photo.



Shelving should be no more than 60 inches high and have electrical wiring on end caps for enhanced wayfinding/ installation of OPACs.

## 4.2 Hours of operation

### 4.2.1 Guidelines

Public libraries operate in a 24/7 environment. The hours of operation for a system, including virtual hours, have to begin to approximate a 24/7 model to meet public expectations. Improved 24/7 service can be accomplished through virtual library services, online resources, and outdoor access to Wi-Fi at library locations.

The single greatest barrier to library use as reported in community needs assessments is open hours of operation. Staffed library hours of operation must be available in order for a library to provide an enhanced mandate of government services provision, information and technology assistance, literacy-based programming, and community gathering place. Library hours should be allocated to meet community needs. Minimum hours of operation by library type for a staffed “bricks and mortar” library are as follows:

	Small	Medium	Large	Urban
Hours of operation per week	20-25 over 4 days per week	25-45 over 5 days per week	45-65 over 6-7 days per week	65 + over 7 days per week

### 4.2.2 Best Practices

The library will consider creative ways of increasing hours (for example, after-hours enabled access using self-serve technology) for people whose needs cannot be served during traditional open hours.

## 4.3 Staff

### 4.3.1 Guidelines

With increasing public expectations, technology-based services and operations, and the rapid pace of change in library services, all library staff positions require formal library education and training. The guidelines indicate both the minimum number of staff and their professional qualifications. These guidelines are based on the organizational, communication and operational challenges of staffing a multi-branch system and ensuring a professional team is in place to deliver and manage all functional requirements of a library system providing a full range of library services. In addition to meeting public service needs, consideration must be given to staff safety concerns such as working alone and the need to provide off-desk administrative time.

#### Definitions:

Professional librarians are defined as having a Master’s degree in library/ information science from an accredited university.

Library technicians are defined as having a diploma in library techniques from a community college.

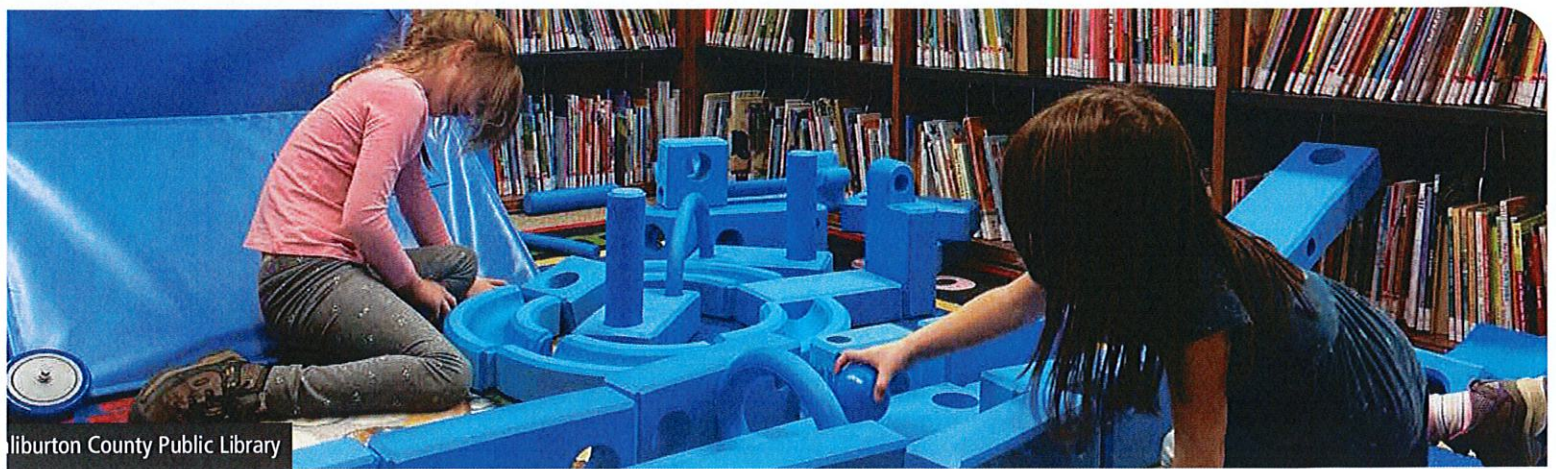
The EXCEL Certificate in Managing a Small Public Library is an online program for library workers without formal library training who wish to acquire core skills in all areas of public library service. It is administered by the Ontario Library Service.

The Advancing Public Library Leadership (APLL) Institute is a combination of in-person and virtual sessions for library CEOs, managers, and aspiring leaders who wish to expand their organizational leadership capacity. It is administered by the Ontario Library Service.

FTE = Full-time equivalent. (35 hours per week)

Each library system has professional librarians that are used on a system-wide basis. This helps ensure that branches receive equitable access to resources, reduces duplication, and relieves workspace pressures by centralizing some functions.





	Small	Medium	Large	Urban
Staff complement (FTE)	1 – 2.5	2.5 – 5	5 – 17.5	17.5 +
Qualifications of Branch Supervisor	Library competency, e.g. post-secondary plus EXCEL, Library Techniques	Professional Librarian and APLL or other public administration certification	Professional Librarian and APLL or other public administration certification	Professional Librarian and APLL or other public administration certification
Qualifications of other staff		Paraprofessional qualifications relevant to the requirements of the position	2 additional professional librarians or a combination of additional professional librarians and/or appropriate paraprofessionals, relevant to the requirements of the positions	2 additional professional librarians or a combination of additional professional librarians and/or appropriate paraprofessionals, relevant to the requirements of the positions

### 4.3.2 Best Practices

Given the complexities of managing multi-branch library systems, it is recommended that the CEO hold an MLIS degree or equivalent, and in addition to that, further training such as APLL and/or other public administration certification is highly valued.

In accordance with the service levels of each category of branch, administrative time should be included in the staffing FTE, to allow for the completion of duties not able to be accomplished while providing direct public service during branch open hours. As an example, for every 20 hours scheduled on-desk, up to an additional 20% (or 4 hours) is allotted for branch administrative duties.

The library encourages and provides opportunities for continuing education and training for its staff and makes provision for this in its policy, its long-range plan, and in its professional development budget to an amount not less than 1% of the total staff budget (e.g. by providing any of in-house training programs, financial or other support for staff to enroll in the EXCEL Certificate, APLL, and to attend library conferences and other training programs and events). Staff wages for training are not included in the professional development budget. Cross functional, system-wide training is recommended for all staff.

## 4.4 Collections

### 4.4.1 Guidelines



An appropriate collection is a broad and diverse variety of materials offering equitable access to ideas and information. Each library's collection practices remain responsive to specific community needs.

Collection materials include a variety of physical, print and digital formats, and system-wide electronic resources. Resources are shared among branches:

- Every library system has a delivery system in place to move items from one location to another.
- Every library system has Collection Exchange procedures to refresh branch collections for browsing. This may consist of regular exchanges, or floating or rotating collections.

#### Collection size:

Many libraries are decreasing the size of their physical collections. Reasons for this include but are not limited to:

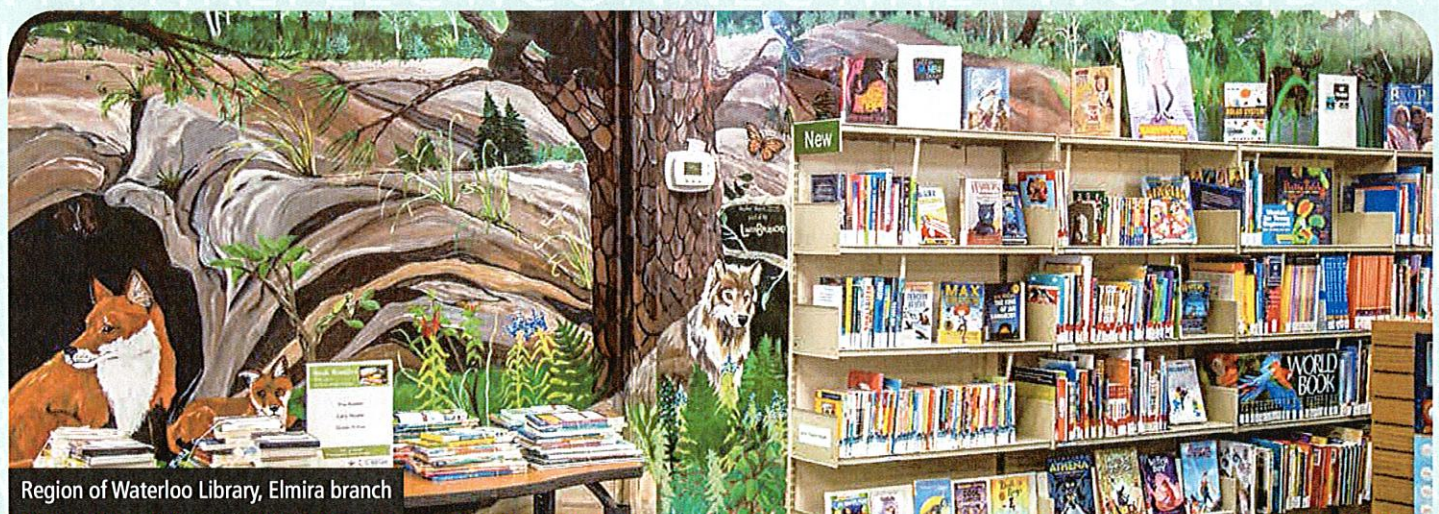
- growing use of and demand for digital resources;
- downward trends in use of print and A/V collections;
- publishing trends including rising costs of print materials;
- need to repurpose collection space for other library functions;
- replacement of shelving to comply with accessibility standards resulting in decreased capacity.

In spite of these trends, physical or print publications will continue to be an important component for ARUPLO communities.

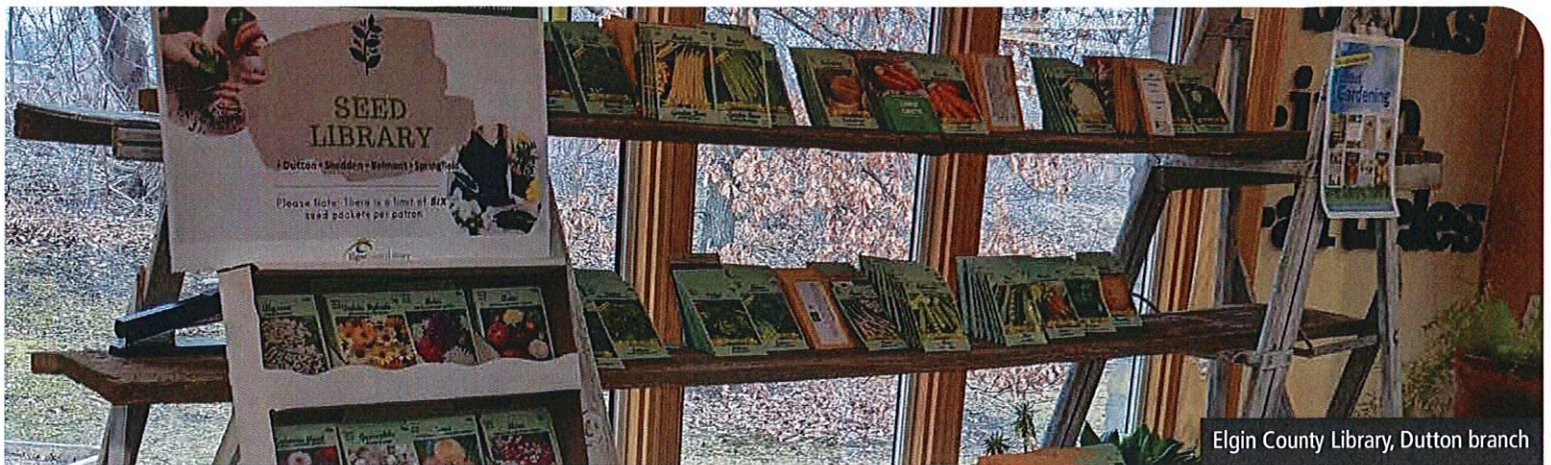
Alternate collections (e.g. Library of Things) are not included in this Guideline given their larger space requirements and the common practice of storing such items centrally. However, each branch and central location should be prepared to store, promote, and grow their Library of Things with content and collections specific to their local communities' needs and interests. As a growing trend in library services, these needs should be monitored locally and be included within Strategic Planning.

The guidelines refer to the number of Print and A/V items located at each branch.

Small	Medium	Large	Urban
6,000 – 12,000	12,000 – 24,000	24,000 – 50,000	50,000 +



Region of Waterloo Library, Elmira branch



## 4.4.2 Best Practices

- **Adult/Children mix of Print and A/V:** In general, two-thirds of a branch library collection consists of adult material with one-third consisting of children’s and young adult material.
- **Online and Alternate Collections:** A minimum of 25% of the acquisitions budget is spent on non-print formats including E-Collections, online databases and multi-media.
- **Acquisitions:** Each branch has an up-to-date collection, with a minimum of 50% of the materials purchased or published within the last five years.
- **Shared or Consortial Collections:** In order to provide the best possible access to digital resources, libraries participate in shared or consortial E-Collections.
- **Resource Sharing:** Library users receive requested items identified as available within another branch in the library system within 3 – 5 working days.

## 4.5 User Seating

### 4.5.1 Guidelines

User seating should be flexible and interchangeable to meet community needs. This includes seating for reading and independent work as well as collaborative activities, and seating for computer use, both library workstations and seating for Wi-Fi-enabled use of patrons’ devices. Seating for separate meeting/conference rooms is not included in this guideline.

A general rule of thumb for barrier-free seating is that all libraries should provide some barrier-free seating of at least two units up to 80 seats, and 3% of the seating capacity with over 80 seats.

The guideline for the number of seats, including computer seating, is an intentionally broad range, in recognition of the fact that specific branches will have different roles and service levels within their library system. In general, a branch may offer:

- fewer user seats if the branch encourages shorter visits for browsing; with a greater proportion of floor space required for collections;
- additional seats if the branch offers spaces for long-term uses such as individual and group study.

Number of seats, including computer seating:

Small	Medium	Large	Urban
12 – 30	30 – 60	60 – 200	200+



Oxford County Library, Tillsburg branch

## 4.6 Technology

### 4.6.1 Guidelines

#### Every library system should provide:

- access to an Integrated Library System which includes a public access catalogue of library holdings;
- an Internet presence that provides access to Web-based information sources (e.g. information about the library, library catalogue, virtual reference services, government and municipal information, community information, links to other library collections, on-line databases, etc.), and trained staff to assist the public in the effective use of these information sources;
- an active social media presence;
- access to emerging technologies and maker technology;
- digital literacy education programs to develop staff's and the public's digital competencies.

#### Each library branch should provide:

- the very best Internet service that is available;
- in-branch access to workstation hardware appropriate to that branch's needs;

- indoor and outdoor Wi-Fi for public use;
- access to training in how to use the electronic resources, technology, and alternate resources offered by the library;
- the ability for the user to duplicate (copy, print, etc.) from the Internet or online content or images;
- appropriate technical infrastructure to support the full range of staff operations;
- access to reliable telephone service (e.g. cellular or landline).

### 4.6.2 Best Practices

As a minimum threshold, each branch should have three public access workstations or a combination of PAC workstation and device stations.

The number of public access computers/device stations required will depend on each branch community's level of access to computer technology and Internet service, and the prevalence of patrons' use of their own devices in the branch.

## 5. Summary of Guidelines by Branch Type

	Small Minimum Range		Medium Minimum Range		Large Minimum Range		Urban Minimum Range
Net library space	2500 s.f.	5,000 s.f.	5,000 s.f.	10,000 s.f.	10,000 s.f.	35,000 s.f.	35,000 s.f.
Hours of operation per week	20	25	25	45	45	65	65+
Number of days per week	4	4	5	5	6	7	7+
Staff Complement	1 FTE	2.5 FTE	2.5 FTE	5 FTE	5 FTE	17.5 FTE	17.5+ FTE
Qualification of Branch Supervisor	Library competency, e.g. post-secondary plus EXCEL, library techniques.		Professional librarian and APLL or other public administration certification		Professional librarian and APLL or other public administration certification		Professional librarian and APLL or other public administration certification
Qualification of Other Staff			Paraprofessional qualifications relevant to the requirements of the position		2 additional professional librarians or a combination of additional professional librarians and/or appropriate paraprofessionals, relevant to the requirements of the positions		2 additional professional librarians or a combination of additional professional librarians and/or appropriate paraprofessionals, relevant to the requirements of the positions
Number of items in physical collection	6,000	12,000	12,000	24,000	24,000	50,000	50,000
User seating	12	30	30	60	60	200	200
Computers	3		3		3		

# Appendix A • Sample of Branch Space Guidelines

## Branch Space Guidelines

1. This spreadsheet can be used for planning purposes for new or renovated branch libraries and adjusted to meet local needs.

Component	Small		Medium		Large		Urban
	Minimum Range		Minimum Range		Minimum Range		Minimum Range
<b>Collections</b>							
Collections @ 7 vol/s.f. (.14 per vol.)	840	1,680	1,680	3,360	3,360	7,000	7,000
Local history		100	100	200	200	400	400
<b>Public Service Areas</b>							
User seating* @ 35 s.f. ea.	420	1,050	1,050	2,100	2,100	7,000	7,000
Public computers* @ 35 s.f.	105	105	105	105	105	105	105
Program Room(s)		450	450	750	750	1,500	2,000
Meeting Room(s)				200	200	400	400
Study Room(s)		100	100	200	200	400	400
Maker Space(s)		100	150	300	300	500	500
<b>Staff Service Areas</b>							
Service/circulation desk(s)	175	250	250	350	350	500	500
Work room	200	300	300	500	500	800	800
Storage	100	150	150	200	200	300	300
Branch Manager's office			150	150	150	150	150
Other Professional offices						100	200
Staff lunchroom and lockers	100	100	100	200	200	350	350
Staff washroom (barrier-free)	150	150	150	150	150	150	150

Areas highlighted refer directly to ARUPLO Guidelines.

\* Program rooms and meeting rooms can be variously configured with dividing walls, and should include kitchenette facilities and their own storage areas for furniture and A/V equipment.

Components total	2,090	4,535	4,735	8,765	8,765	19,655	20,255
"Per-capita approach, for comparison (net)"	2,500	5,000	5,000	10,000	10,000	35,000	35,000

Both the Components Approach and Per Capita Approach would require 27 - 30% additional space for non-assignable use.

## Reference Sheet for Branch Space Guidelines

	Small		Medium		Large		Urban
	Minimum Range		Minimum Range		Minimum Range		Minimum Range
Number of items in physical collection	6,000	12,000	12,000	24,000	24,000	50,000	50,000
User seating	12	30	30	60	60	200	200
Computer seating	3	3	3	3	3	3	3

### Branch Space Guidelines

**Libraries should consider their specific needs when developing or assessing the requirements for each branch library.** The space requirements (unit sizes) used are the consultants' and architect's recommendations based on experience and barrier-free access. They were originally taken from the book, *Making the Case for Your Library Building Project*, published by the Southern Ontario Library Service in 2010, [https://resources.olservice.ca/ld.php?content\\_id=34842770](https://resources.olservice.ca/ld.php?content_id=34842770) and subsequently updated to reflect current library trends and barrier-free requirements and goals.

Area	Unit Sizes (s.f.)	Notes
Collections	0.14	Blended collections. Accessible shelving.
User seating	35	Blended seating, assuming a mix of lounge and desk. Some might need 40 s.f. for barrier free.
Program Room	15 per user	Minimum to accommodate a class of 30 students. May also include kitchenette and storage.
Group study room	165	1 table and 6 chairs
Additional spaces	Unit Sizes (s.f.)	Also to consider Library Café, Friends' book shop, literacy centre, maker spaces, etc.
Staff service/circ	175 per staff	Emerging trend for a smaller service desk, roaming staff, self check-out stations.
Workrooms	100	Assumes some tech and support services provided by admin offices elsewhere. Includes private offices as required.
Staff lunchroom	35 per staff	Branch libraries may have several part-time staff, need to plan for not just FTE.
Non-assignable spaces	27%	Corridors, foyer, waiting areas, public washrooms, including universal. Loading areas, garbage, recycling, custodian, storage, closets. Wall thicknesses, building services, chases, mechanical. Assumes single storey building, FADS standards.



Wellington County Library, Hillsburgh branch

## Appendix A • Additional Resources

Planning documents are available to assist with ensuring public libraries meet their local needs. Some examples of these documents follow, in no particular importance or order. Documents retrieved April 2023.

Ontario Public Library Guidelines Monitoring and Accreditation Council. *Ontario Public Library Guidelines*. Updated annually. <https://ontariopubliclibraryguidelines.ca/>

Southern Ontario Library Service. *Making the Case for Your Library Building Project*. 2010. [https://resources.olservice.ca/ld.php?content\\_id=34842770](https://resources.olservice.ca/ld.php?content_id=34842770)

City of Brantford, *2010 Facility Accessibility Design Standards*. <https://www.brantford.ca/en/business-and-development/resources/Documents/Facility-Accessibility-Design-Standards-FADS.pdf>

Province of Manitoba. *Municipal and Regional Public Library Standards and Guidelines*. [https://www.gov.mb.ca/chc/pls/docs/librarystandardsguidelines\\_e\\_web.pdf](https://www.gov.mb.ca/chc/pls/docs/librarystandardsguidelines_e_web.pdf)

Alberta Government. *Best Practices for Public Libraries in Alberta*. 2018. <https://open.alberta.ca/publications/9780778592891-2018>

Wisconsin Department of Public Instruction. *Wisconsin Public Library Standards, 6th ed.* 2018. [https://dpi.wi.gov/sites/default/files/imce/libraries/Publib/Planning/Wisconsin\\_Public\\_Library\\_Standards\\_6th\\_edition\\_2018\\_FINAL.pdf](https://dpi.wi.gov/sites/default/files/imce/libraries/Publib/Planning/Wisconsin_Public_Library_Standards_6th_edition_2018_FINAL.pdf)

Australian Public Library Alliance. *Standards and Guidelines for Australian Public Libraries*. 2021. <https://read.alia.org.au/apla-alia-standards-and-guidelines-australian-public-libraries-may-2021>

People Places: a guide for planning public library buildings. State Library of New South Wales, 2022. [sl.nsw.gov.au/public-library-services/people-places](http://sl.nsw.gov.au/public-library-services/people-places)

Dahlgren, Anders C. *Public Library Space Needs: A Planning Outline*. 2009. <https://dpi.wi.gov/pld/boards-directors/space-needs>

Vinjamuri, David. *Library Space Planning: A PLA Guide*. Public Library Association, 2019. <https://www.alastore.ala.org/content/library-space-planning-pla-guide%E2%80%9494editions-pdf-e-book>



Wellington County Library, Hillsburgh branch

## Acknowledgments

This document was developed by the [Administrators of Rural and Urban Public Libraries of Ontario \(ARUPLO\)](#), representing twenty public library systems consisting of rural and urban branch libraries serving hundreds of communities with a population of over 1.5 million people.


Representatives of these public library systems completed a survey of how they have used the ARUPLO Guidelines in the past and participated in an all-day workshop to develop this fourth edition.

The Steering Committee consisted of Brian Masschaele (Elgin County Library), Tania Sharpe (Chatham-Kent Public Library) and Sabrina Saunders (Blue Mountains Public Library). Beth Ross and Lisa Miettinen were the consultants, assisted by Jason Morgan, President and Senior Architect, Allan Avis Architects.



**“Wellington County prides itself on its beautiful library spaces. The ARUPLO guidelines have proven to be a key resource to us whether we are renovating an existing building or building a new one.”**

**Wellington County Library Board**



MORROW. LEARN. LEAD. PARTNER. D  
LITATE. SUPPORT. ENCOURAGE. ME  
SPIRE. CHANGE. TARGET. EVALUAT  
LECT. CONNECT. NETWORK. BORRO  
UILD. SUSTAIN. ACCESS. FACILITATI  
OLLECT. HOST. HELP TEACH. INSPIRE

**STAFF REPORT****S.R. No. 9-2026**

<b><u>PREPARED BY:</u></b>	Rebecca Luck – Director of Library Services
<b><u>PREPARED FOR:</u></b>	SDG Library Board
<b><u>LIBRARY BOARD DATE:</u></b>	April 9, 2026
<b><u>SUBJECT:</u></b>	Strategic Plan – Community and Stakeholder Engagement

**BACKGROUND:**

1. As part of the Strategic Planning process, a community survey has been developed to gather public input and support the Board in establishing clear strategic priorities for the next four (4) years.
2. The community survey will be available from April 13 to May 9, 2026. It will be offered online via SurveyMonkey, as well as in paper format at all Library branches, to support broad and inclusive participation. Multiple formats are being used to improve accessibility for rural residents, seniors, and individuals with limited digital access. Feedback collected through the survey will be analyzed and used to inform the development of strategic priorities, which will be presented to the Board at a future meeting.
3. To encourage participation, respondents will have the option to enter a draw for a \$100 gift card, with a choice between MacEwen or Your Independent Grocer.
4. The survey will be promoted through a coordinated communications campaign led by the Communications and Marketing Coordinator, including in-branch posters, blog content, social media posts, and advertisements in local newspapers. The survey will also be shared with local municipalities to further extend its reach.
5. Previous engagement efforts provide a benchmark for participation. The 2024 user engagement survey received 654 responses, while the 2022–2026 Strategic Plan survey received 250 responses. A response target of at least 654 submissions has been established to reflect strong community participation.
6. In addition to the community survey, separate surveys will be developed for staff and Board members. These surveys will help inform strategic direction by identifying priorities, risks, and opportunities, while ensuring alignment with community needs and governance expectations.
  - a. The surveys will be distributed at the end of April.
  - b. Staff feedback will be reviewed during the half-day General Staff Meeting on June 1.
  - c. Board feedback will be discussed at the June 18 Board meeting.
  - d. Both sessions will be facilitated by Suzanne Gibson, Strategic Planning Consultant.

**IMPACT ON 2026 BUDGET:**

7. N/A



**ALIGNMENT WITH STRATEGIC PLAN:**

Goal 1: Growing our Physical and Digital Infrastructure

Goal 2: Community Outreach

Goal 3: Strengthen our Organization