



MEETING AGENDA
Stormont, Dundas and Glengarry County Library Board

Thursday, May 21, 2026, 5:00 p.m.

Maxville Branch

2 Spring Street, Maxville ON

		Pages
1. Call to Order		
2. Adoption of Agenda		
a. Additions, Deletions or Amendments	Additions to or deletions from the Agenda must be made upon consultation with the Board Chair prior to the meeting. All matters listed under “Consent Items” are considered to be routine and will be enacted by one motion. Should a Board member wish an alternative action from the proposed recommendation, s/he may request that the matter(s) be moved to the appropriate section at this time.	
3. Declaration of Pecuniary Interest		
4. Adoption of Minutes		
a. Library Board Regular Meeting Minutes - April 9, 2026		3
5. Delegations		
6. Consent Items		
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i. Correspondence		
7. Action Items		
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8. Discussion Items		

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9.	In Camera	
10.	Adjournment	

Stormont, Dundas and Glengarry County Library Board

Minutes

April 9, 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; Maria Steffen, Communications and Marketing Coordinator

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

2. **Adoption of Agenda**

Moved by Jo-Anne McCaslin

Seconded by Jim Algire

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

CARRIED

2.1 **Additions, Deletions or Amendments**

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

4. **Adoption of Minutes**

4.1 **Library Board Regular Meeting Minutes - March 12, 2026 & March 18, 2026**

Moved by Jason Broad

Seconded by Tony Fraser

That the Stormont, Dundas & Glengarry County Library Board approve the Minutes of the March 12, 2026 regular meeting and the Minutes of the March 18, 2026 special meeting, as written.

CARRIED

5. Delegations

Jessica Lomberg, District 2 Supervisor, provided the Board with a quick overview of her role, and how she supports District 2 staff.

6. Consent Items

Moved by Frank Landry

Seconded by Lachlan McDonald

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

CARRIED

6.1 Statistical Summary (Circulation) - March 2026

6.2 Financial Report - March 2026

6.3 Director of Library Services Report - March 2026

6.4 Correspondence

7. Action Items

7.1 Collection Development Policy – Review

Moved by Tony Fraser

Seconded by Frank Landry

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

CARRIED

7.2 Political Elections Policy – Review

Moved by Jim Algire

Seconded by Jo-Anne McCaslin

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

CARRIED

8. Discussion Items

8.1 Chrysler Feasibility Study - Community Feedback

8.2 Strategic Plan - Community and Stakeholder Engagement

8.3 Williamstown Branch - Verbal Update

9. In Camera

10. Adjournment

Moved by Lachlan McDonald

Seconded by Jason Broad

That the Regular Meeting of the Stormont, Dundas and Glengarry County Library Board be adjourned, to meet again on May 21, 2026, or at the Call of the Chair.

CARRIED

Board Chair/Vice Chair

Secretary

SDG Library

April 2026 Statistical Summary

Branch & Open Hours Per Week	Circulation				Borrowers	Visitors	New Patrons
	Print & A/V	Digital Books	April 2026 Total	April 2025 Total			
CloudLink	0	11301	11301	12577			
Administration	254	14	268	322	27	N/A	1
Alexandria (44)	3404	248	3652	4000	535	1458	24
Avonmore (20)	759	108	867	812	123	373	5
Chesterville (17)	680	118	798	939	147	378	9
Crysler (20)	1395	61	1456	1542	150	653	14
Finch (16)	488	40	528	551	87	288	3
Glen Walter Express	71	4	75	53	19	N/A	0
Ingleside (44)	1264	123	1387	1278	255	1128	10
Iroquois (20)	729	86	815	844	165	586	5
Lancaster (44)	1497	165	1662	1358	271	639	9
Long Sault (30)	1512	165	1677	1608	255	717	7
Maxville (16)	455	68	523	437	108	245	8
Morewood Express	13	1	14	33	5	N/A	0
Morrisburg (44)	1606	174	1780	1839	333	1369	17
South Mountain (16)	645	103	748	842	141	334	3
St. Andrews Express	70	9	79	85	18	N/A	0
Williamsburg (16)	800	57	857	665	92	286	1
Williamstown (17)	332	92	424	805	89	198	6
Winchester (44)	2233	182	2415	2238	332	1097	14
SYSTEM TOTAL	18207	13119	31326	32828	3152	9749	136

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

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

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

Digital Books	
cloudLibrary-Patron Usage	4702
cloudLibrary-Collection Usage	8,417
Total	13119

INFORMATION REPORT

<u>PREPARED BY:</u>	Cheryl Servais – Information and Services Coordinator
<u>PREPARED FOR:</u>	SDG Library Board
<u>LIBRARY BOARD DATE:</u>	May 21, 2026
<u>SUBJECT:</u>	2026 First Quarter Metrics

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

Quarterly reviews allow staff and stakeholders to:

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

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

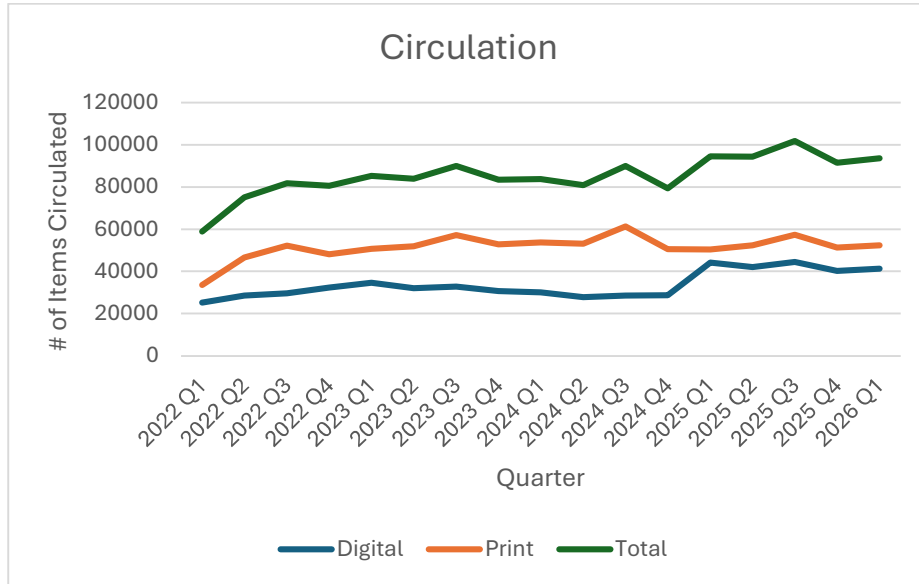
Summary for Q1 (January – March 2026)

Overall activity levels in Q1 are typically lower when compared to other quarters and reflect expected seasonal patterns. Colder winter weather, shorter daylight hours, and post-holiday burnout following the busy year-end period all contribute to reduced visitation, program participation, and in-branch use during the first quarter. In addition, the Williamstown branch was closed at the end of February and for the entire month of March, which further impacted circulation, visitation, and program metrics. Despite these factors, core services continued to perform steadily, with circulation and adult programs demonstrating ongoing community demand.

During the first quarter of 2026, the library continued to demonstrate stable service delivery and sustained community engagement. Growth in circulation, particularly in print materials, and strong adult program participation offset the above-mentioned seasonal declines in visitation, new patron registrations, and public computer use following the fourth quarter.

Circulation

Total circulation for Q1 2026 was 93,593 items, showing continued strength across both print and digital collections. Print materials accounted for approximately 56 percent of total circulation, reinforcing the continued importance of physical collections alongside digital resources.



Quarter	Digital	Print	Total	Digital Change (%)	Print Change (%)	Total Change (%) in Overall Circulation
Q1 2026	41,215	52,378	93,593	+2.50%	+2.10%	+2.30%
Q4 2025	40,201	51,317	91,518			

Circulation Comparison Summary

	Q1 2026	Q4 2025	% Change
English – Adult	18,336	17,574	+4.30%
English – Juvenile	17,466	16,732	+4.40%
English – Teen	1,827	2,229	-18.0%
French – Adult	504	529	-4.7%
French – Juvenile	4,795	4,521	+6.10%
French – Teen	75	84	-10.7%
Audio Visual	6,568	6,983	-5.9%
Inter-library Loan	312	249	+25.30%
Other	1,731	1,436	+20.50%

Magazines	764	980	-22.0%
Digital	41,215	40,201	+2.50%

Overall circulation increased 2.3% from Q4 2025 to Q1 2026, reflecting continued demand for both physical and digital materials during the first quarter of the year.

English-language collections showed strong growth in both adult (+4.3%) and juvenile (+4.4%) categories, reinforcing their role as the primary drivers of print circulation. In contrast, English teen circulation declined significantly (-18.0%), consistent with broader seasonal decreases in teen engagement observed across service areas.

French-language collections displayed mixed results. Juvenile French materials increased by 6.1%, indicating sustained demand for multilingual youth resources, while adult and teen French circulation experienced modest declines.

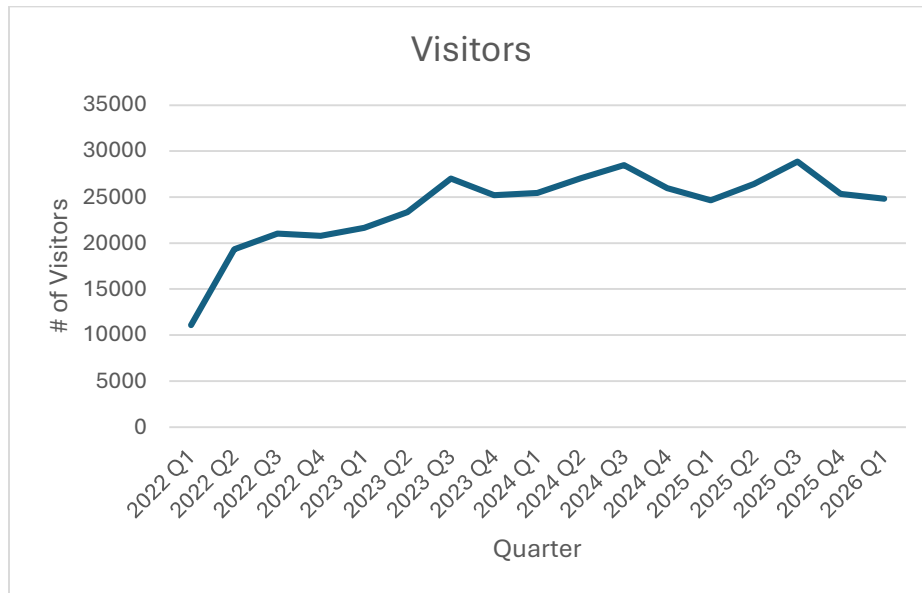
Audio-visual materials declined slightly (-5.9%), aligning with reduced post-holiday borrowing of media collections. Magazine circulation saw the sharpest decline (-22.0%), continuing a longer-term trend toward digital access and changing reading preferences. Print magazine circulation has been declining for more than a decade across most libraries. The pace has accelerated in the past few years due to shifts in consumer behavior, economics, and publisher strategy. Readers and advertisers have moved to digital platforms, print and distribution costs have risen faster than revenues, publishers are printing fewer issues per annual cycle, and some publications have stopped print entirely.

Inter-library loans (+25.3%) and other formats (+20.5%) saw notable increases, suggesting growing use of shared and non-traditional resources to meet patron needs.

Digital circulation continued to grow (+2.5%), contributing meaningfully to overall gains but at a slower rate than print this quarter, highlighting the ongoing importance of maintaining a balanced hybrid collection strategy.

Visitors

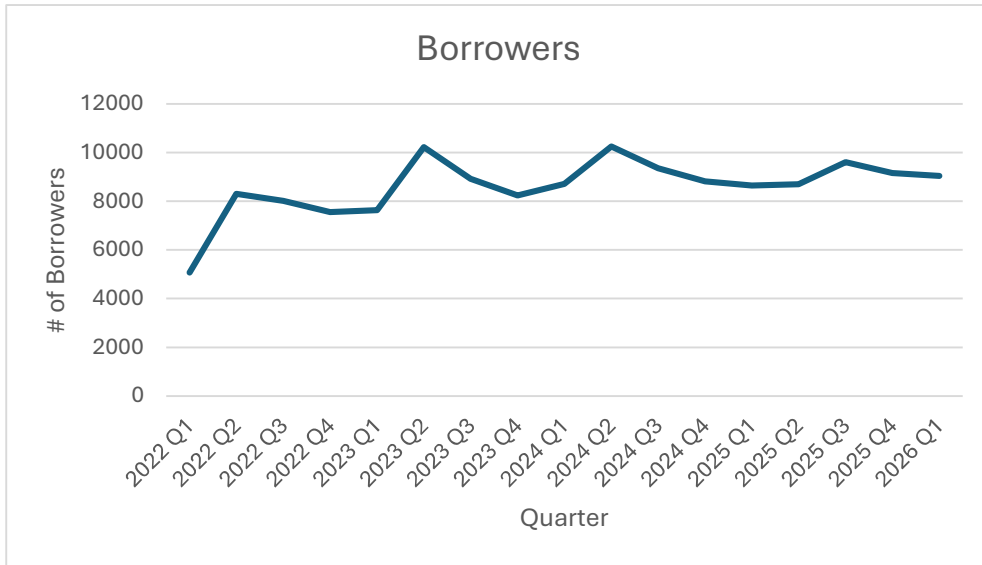
The library recorded 24,825 in-person visits during Q1 2026. This represents a modest decline from the fourth quarter and aligns with typical seasonal visitation patterns observed at the beginning of the year.



Period	Visitors	Change	% Change
Q1 2026	24,825	-524	-2.1%
Q4 2025	25,349		

Borrowers

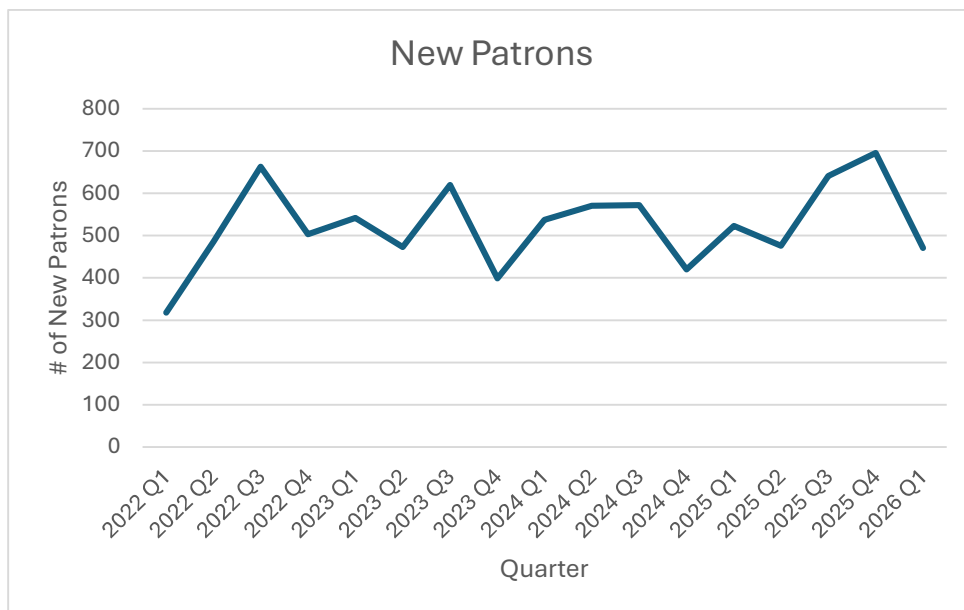
A total of 9,039 active borrowers used library services during the quarter. Borrower participation decreased slightly from Q4 2025 but remained consistent with historical seasonal trends.



Period	Borrowers	Change	% Change
Q1 2026	9039	-118	-1.3%
Q4 2025	9,157		

New Patrons

The library welcomed 471 new patrons in Q1 2026. Registrations declined following the strong year-end enrollment period, due to the membership drive during Q4 2025. The Q1 numbers reflect typical first-quarter patterns.



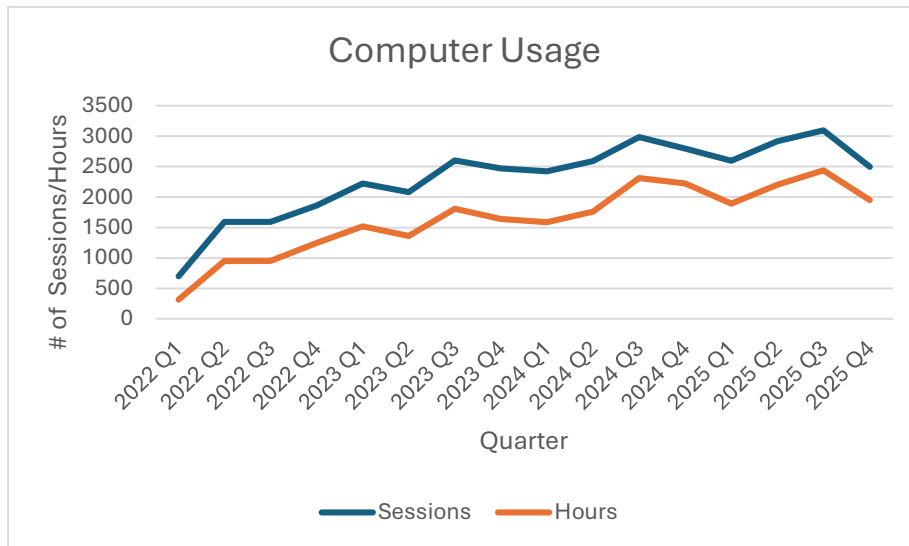
Period	New Patrons	Change	% Change
Q1 2026	471	-225	-32.3%
Q4 2025	696		

Membership Comparison Summary

Patron code	2026 Q1	2025 Q4
Adult	384	480
Juvenile	80	179
Non-resident	2	9
Reciprocal	1	3
Reduced Barrier	1	8
Institutional	0	11
Other	3	6

Computer Use

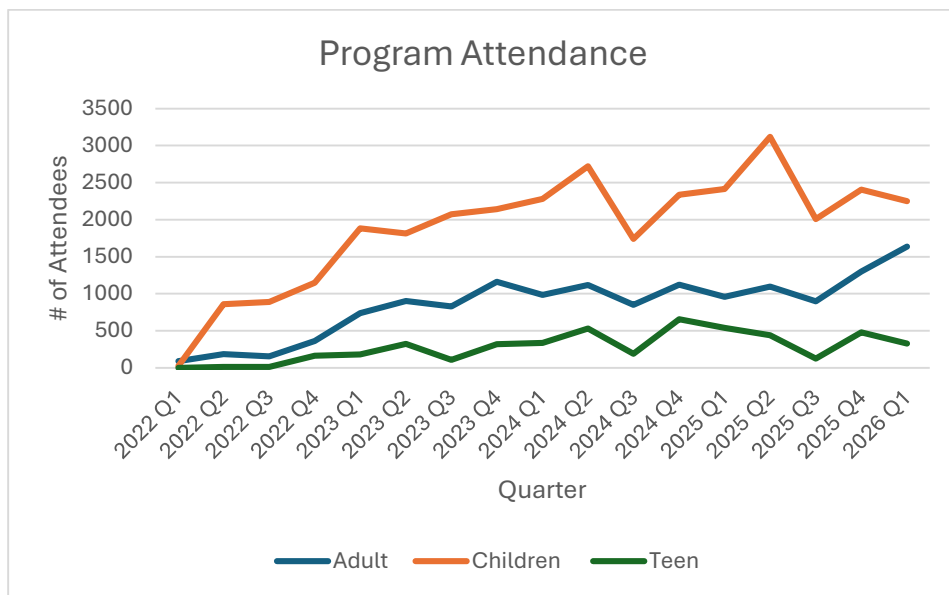
Public computer use totaled 2,114 sessions and 1,681 hours during the quarter. The decrease from Q4 reflects seasonal visitation changes and expanded access to personal devices. Public technology continues to support equitable access to essential online services.



Period	Sessions	Hours Used	Session Change	Hours Change
2026 Q1	2,114	1,681	-15.3%	-13.9%
2025 Q4	2,495	1,952		

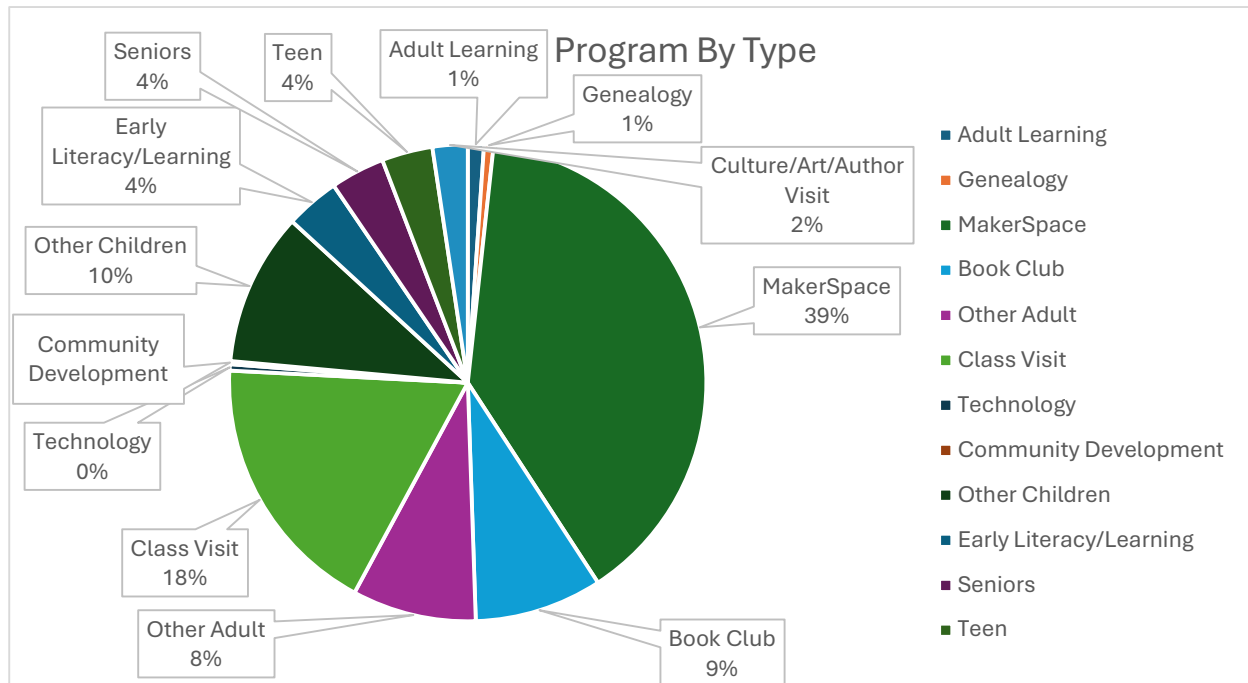
Programming

Total program attendance reached 4,211 participants in Q1 2026. Adult programming attendance increased significantly, driven by MakerSpace and learning-focused offerings. Children’s and teen attendance declined modestly, consistent with seasonal expectations.



Audience	Q1 2026	Q4 2025	Change	% Change
Adult	1,637	1,297	+340	+26.2%
Children	2,248	2,404	-156	-6.5%
Teen	326	477	-151	-31.7%
Total	4,211	4,178	+33	+0.8%

A total of 463 programs were delivered during the quarter. MakerSpace programs accounted for the largest share, followed by class visits, book clubs, and other adult and children’s programs.



Program Type	# of Programs	Attendance	Average Attendance per Program
Class Visit	83	1490	18
MakerSpace	181	1258	7
Other Children	48	476	10
Book Club	40	214	5
Other Adult	39	239	6
Early Literacy/Learning	17	98	6
Seniors	17	112	7
Teen	16	96	6
Culture/Art/Author Visit	11	80	7
Adult Learning	5	44	9
Genealogy	3	34	11
Technology	2	6	3
Community Development	1	64	64
Total	463	4211	9

2026 Q1 – Database Review

PressReader

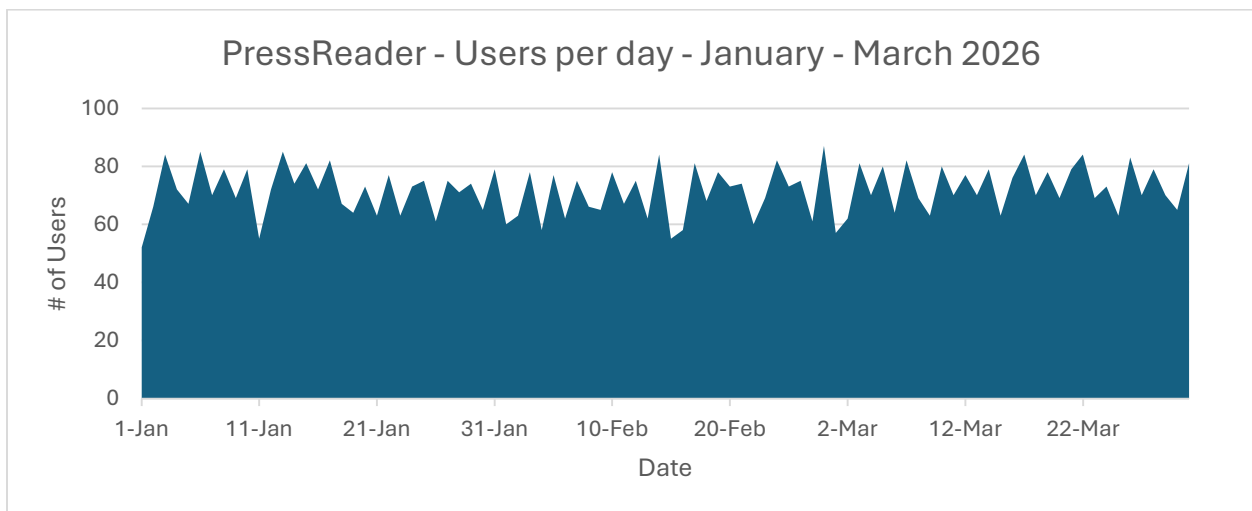
PressReader is a digital resource that provides patrons with full access to newspapers and magazines from over 120 countries in more than 60 languages. Content is presented in full-page, full-color replicas of the print editions.

Performance Summary

PressReader usage during Q1 2026 reflects strong reader engagement, with some variations across key performance indicators. A total of 641,088 article opens were recorded, representing a 5% decrease compared to the previous quarter. The number of unique users totaled 202, a 16% decline, while overall activity showed resilience, with 17,099 sessions, marking a 5% increase. Issue opens reached 30,410, up 3%, and the average session length increased slightly to 13 minutes and 29 seconds (+0.2%), suggesting that active users continue to spend meaningful time engaging with content.

Article Opens	Unique Users	Sessions	Issue Opens	Avg. Session Length
641,088 (-5%)	202 (-16%)	17,099 (+5%)	30,410 (+3%)	13:29 (+0.2%)

Disclaimer: Please note the totals from the top summary and the daily breakdown might be slightly different because a reading session can be counted twice - in both consecutive days - if it happens over midnight



Top Publications

Engagement was concentrated among a small number of high-performing publications, led primarily by Canadian news outlets. The Toronto Star generated the highest number of article opens (124,009) from 3,928 issue opens, making it the most-read title overall. Strong regional engagement was also evident with the Standard-Freeholder (Cornwall), which recorded 4,383 issue opens and 79,692 article opens, the highest issue-open count among all titles.

Other top-performing publications included the Ottawa Citizen (3,998 issue opens; 64,327 article opens) and the Ottawa Sun (2,499 issue opens; 47,897 article opens), highlighting continued demand for local and regional news. National and metropolitan interest were reflected in the Toronto Sun (33,810 article opens) and National Post – Latest Edition (27,855 article opens).

French-language engagement was led by Le Journal de Montréal, which generated 30,928 article opens, while additional international interest was seen in titles such as The Daily Telegraph, and the Daily Mail, rounding out the top ten publications.

Publication Name	Issue Opens	Article Opens
Toronto Star	3,928	124,009
Standard-Freeholder (Cornwall)	4,383	79,692
Ottawa Citizen	3,998	64,327
Ottawa Sun	2,499	47,897
Toronto Sun	1,350	33,810
Le Journal de Montreal	618	30,928
National Post - (Latest Edition)	903	27,855
Montreal Gazette	1,049	18,941
The Daily Telegraph	623	16,863
Daily Mail	339	14,048

Content and Language Preferences

Content consumption was heavily weighted toward newspapers, which accounted for 93% of all views, while magazines made up the remaining 7%. Language use was overwhelmingly English (93%), followed by French (6%). The remaining 1% of views were spread across Swedish, Spanish, Turkish, Finnish, and nine other languages, reflecting a limited but diverse multilingual readership.

Content Type	% of Views
Newspapers	93%
Magazines	7%

Language	% of Views
English	93%
French	6%
Other languages	1%

Platform and Device Usage

User access favored mobile and app-based reading. The PressReader app accounted for 71% of views, compared to 29% via the web platform. Tablets were the preferred device, generating 72% of views, while phones and desktop devices each accounted for 14%. This pattern continues to reinforce the importance of tablet-optimized reading experiences.

Access by Platform	% of Views
PressReader App	71%
Web Platform	29%

Access by Device Type	% of Views
Tablet	72%
Phone	14%
Desktop	14%

Geographic Distribution

Usage remained predominantly domestic, with 91% of views originating in Canada. The United States accounted for 6%, followed by Mexico (1%) and Spain (1%). The remaining 1% was distributed among Portugal, the Dominican Republic, and nine other countries. Non-domestic usage could suggest that SDG Library patrons continue to access PressReader while vacationing or working abroad!

Country / Region	% of Views
Canada	91%
United States	6%
Mexico	1%
Spain	1%
Other countries	1%

NewsStand

CloudLibrary NewsStand is a digital news and magazine database that provides access to a comprehensive collection of both magazines and newspapers through a single platform. The service offers thousands of current and back issues of popular, regional, national, and international titles across a wide range of subjects and interests, with content available in over

60 languages. NewsStand is fully integrated into the CloudLibrary app and web interface, allowing users to read magazines and newspapers seamlessly alongside ebooks and audiobooks. Patrons also have the option to download the CloudLibrary NewsStand app which is a standalone app solely for magazine and newspaper access. All NewsStand content is available on an unlimited, simultaneous-use basis, meaning there are no holds, borrowing limits, or due dates.

Performance Summary

Q1 2026 NewsStand activity remained stable, with engagement normalizing after a strong January. Total downloads declined modestly month over month, consistent with post-holiday seasonality, while active and new user numbers followed a similar pattern. Usage remained spread across a broad catalog, indicating sustained value in both leading brands and more niche titles and subjects.

Consumption was driven primarily by English-language publications from the United States, with Canada and the United Kingdom providing meaningful secondary volume. Lifestyle, home, and general-interest titles continued to dominate usage, and no single title represented a disproportionate share of total downloads. This indicates a healthy, diversified selection of content.

Month	Total Downloads	Total Magazines	Active Users	New Users
January	261	132	75	41
February	195	110	68	34
March	189	90	57	26

Top Circulating Magazines

The most popular titles reflect interests in DIY and technology, home living, current affairs, health, and entertainment. The top ten titles account for roughly one-third of total Q1 downloads, reinforcing the diversified usage pattern across the database.

Magazine Title	Downloads	% Downloads
Popular Mechanics US	28	5.40%
Good Housekeeping US	26	5.00%
Maclean's	22	4.20%
Us Weekly	22	4.20%
Hello! Canada	20	3.90%
Country Living	19	3.70%
Chatelaine (English)	19	3.70%

TV Guide Magazine	15	2.90%
Quilter's World	14	2.70%
HGTV Magazine	13	2.50%

Downloads by Language

English language titles overwhelmingly drove NewsStand consumption, while French language content—primarily from Canada and France—represented the largest non-English segment. Other languages included Hindi, Italian, Spanish and Turkish.

Language	Downloads	% of Downloads
English	~470	~90%
French	~35	~7%
Other	~15	~3%

Downloads by Country

The U.S. remained the dominant source of activity, with Canada and the U.K. together accounting for over one-third of total Q1 downloads. Other countries included Australia, South Africa, India, New Zealand France, Italy, Mexico and Turkey.

Country	Downloads	% of Downloads
United States	~325	~62%
Canada	~120	~23%
United Kingdom	~55	~11%
Other Markets	~20	~4%

Comics Plus

Comics Plus is a digital comics and graphic novels database that provides unlimited, simultaneous access to a wide range of comic content for all ages. The platform includes thousands of titles from major publishers and independent creators, spanning children's comics, teen and young adult graphic novels, manga, and select adult titles, all accessible through a web browser or mobile app. Users can read full series with no holds or wait times, making Comics Plus especially well suited for recreational reading, series exploration, and youth engagement. It serves as a cost-effective digital collection that supports literacy, visual storytelling, and interest-based reading across multiple age groups.

Performance Summary

During the first quarter of 2026, Comics Plus recorded 283 total titles read, with steadily strong engagement across age groups and subject interests. Usage peaked in February, while March showed the greatest number of individual users, indicating broader participation even with fewer total reads.

Month	Titles Read	Unique Users
January	100	17
February	103	9
March	80	20

Usage by Age Level

Teen materials dominated Comics Plus usage, accounting for 43.5% of all reads in Q1 2026. This reflects strong engagement with manga, fantasy, sci-fi, and graphic novel series that appeal to middle school, high school, and young adult readers.

Children’s content represented a substantial 38.2% of total usage, indicating that nearly two-fifths of all reading activity comes from younger audiences. Popular franchise titles, gaming tie-ins, and early reader comics continued to drive this engagement.

Adult content accounted for 18.4% of total reads, showing a smaller but steady readership. Adult users appear to be more selective, with usage concentrated in specific genres such as horror, literary comics, memoir, and mature manga.

Age Category	Total Reads	% of Total
Teen (Teen + Young Adult)	123	43.5%
Children (Children + Kids)	108	38.2%
Adult	52	18.4%

Overall, youth-focused materials (Teen + Children) made up 81.6% of all Comics Plus usage, clearly positioning Comics Plus as a youth-driven digital collection and supporting continued investment in these age groups.

Usage by Interest Area

A high overlap between Action/Adventure, Fantasy, and Sci-Fi indicates a strong genre alignment. Manga/Manhwa remained a significant driver, especially among Teen and Young Adult readers. Media tie-ins (Movie & TV) continued to attract consistent interest.

Interest	Reads*
Action / Adventure	119
Fantasy	110
Sci-Fi	95
Movie & TV	83
Manga / Manhwa	80

*Each title may count toward multiple interest categories.

Popular Titles

Adventure Time was the top-performing series overall, with 36 total reads, driven almost entirely by Children-level usage and heavy repeat reading across sequential issues. *Invincible* closely followed with 34 reads, showing exceptionally strong Teen engagement and confirming superhero series depth as a major usage driver. *Sonic the Hedgehog* ranked third, reinforcing the popularity of long-running, recognizable franchises for younger readers. Several romance- and fantasy-focused manga/light-novel adaptations (*Fiancée Chosen by the Ring*, *I Tamed My Ex-husband's Mad Dog*, *Killing Slimes*) appeared in the top 10, aligning with the high Teen usage documented elsewhere in the report. The appearance of both *Bungo Stray Dogs* series variants suggests sustained interest in individual franchises across multiple spin-offs.

Top 10 Circulating Series	Total Reads	Primary Age Level
Adventure Time	36	Children
Invincible	34	Teen
Sonic the Hedgehog	14	Children
I've Been Killing Slimes for 300 Years and Maxed Out My Level	6	Teen
I Tamed My Ex-husband's Mad Dog	5	Teen
The Fiancée Chosen by the Ring	5	Teen
Bungo Stray Dogs: Beast	4	Teen
Grumpy Cat / Garfield	4	Children
Saga	4	Adult
Bungo Stray Dogs: Wan!	3	Teen

Biblio +

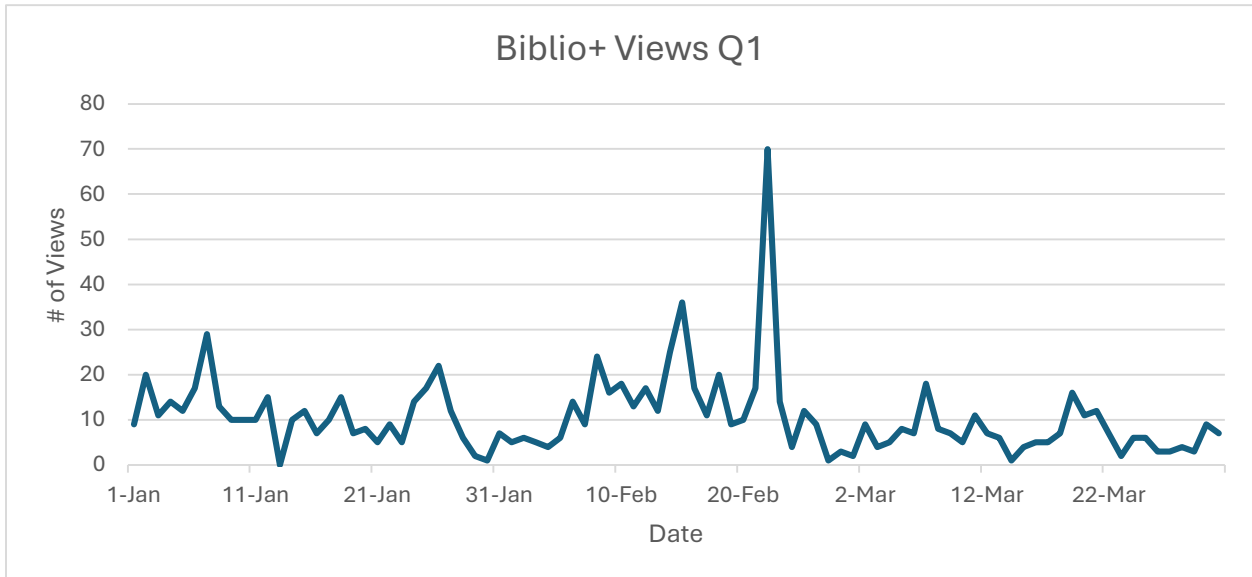
Biblio+ is a digital streaming service designed specifically for libraries. It offers unlimited, simultaneous access to a curated collection of movies, documentaries, TV series, and educational videos from around the world. The platform emphasizes independent, international, and educational content and includes tools that support accessibility, such as closed captions.

Performance Report

Biblio+ database demonstrated steady engagement growth with consistent daily usage, strong content viewing activity, and meaningful watch-time investment by users. A total of 954 views were recorded across the quarter. There were 229 new user sign-ups, indicating ongoing discovery and adoption with an average of 3.6 daily active users, reflecting consistent platform engagement. The total minutes of watch time throughout Q1 was 21,084 minutes, signaling strong content consumption with British dramas and mystery series dominating the most-viewed titles.

Views

Daily views generally ranged from 5–20 per day with a notable spike which occurred in mid-February. Overall, Q1 viewing data shows sustained engagement with periodic peaks.



Viewing patterns showed a clear preference for weekend engagement, with Sunday emerging as the most popular day overall. Sunday recorded both the highest total views and the highest average views per day, with activity approximately 50% higher than the next strongest days. This indicates a strong leisure-time viewing behavior. Saturday and Monday formed a secondary tier of high-traffic days, reinforcing the strength of weekends compared to weekdays. In contrast, Tuesday shows the lowest engagement, with the fewest total and average views, while Friday also trends lower, likely reflecting time spent away from the platform as users transitioned into weekend activities.

Day of Week	Total Views	Average Views/Day
Sunday	215	16.54
Monday	141	10.85
Saturday	141	10.85
Wednesday	128	10.67
Thursday	120	9.23
Friday	107	8.23
Tuesday	102	7.85

User Sign-Ups

User registrations were distributed consistently throughout the quarter, with periodic spikes that align with increased viewing and watch-time activity. There was an average of 2–3 sign-ups per day with stronger activity noted in January and February. Sign-ups continued steadily into March, indicating sustained interest. This pattern suggests organic growth rather than one-time promotional spikes.

Month	Sign-Ups
January	86
February	82
March	61
Total	229

Active Users

Daily active user activity remained stable throughout the period with February showing the strongest and most consistent engagement, aligning with spikes in views and watch time. Usage typically ranged between three and five active users per day, with peak activity aligning closely with days that recorded higher view counts and longer watch times. Instances of zero activity were rare and occurred primarily in early January. Overall, this steady pattern reflects habitual, repeat usage rather than sporadic or one-time access.

Month	Average Daily Users
January	3.55
February	4.64
March	2.74
Q1 Average	3.61

Watch Times

Watch time indicated strong user engagement throughout Q1. In total, users recorded 21,084 minutes of viewing time, or approximately 351 hours, underscoring sustained interest in the platform's content. The quarter included several high-engagement days, with the highest single-day watch time exceeding 1,200 minutes. February once again stood out as the month with the most consistently high watch times. Notably, the high volume of watch time relative to total views suggests that users tend to engage with longer-form content, rather than briefly sampling titles.

Month	Total Watch Time (Minutes)
January	6,930
February	10,037
March	4,117
Q1 Total	21,084

Top Viewing Titles

The top ten most-viewed titles in Q1 reflected a strong audience preference for British dramas, mysteries, and multi-season series. *KIN*, an Irish crime drama led the quarter by a wide margin. Established series such as *Lark Rise to Candleford* and *Last Tango in Halifax* performed well across multiple seasons, highlighting the appeal of familiar, serialized content that encouraged repeat viewing. Crime and mystery titles, including *Death in Paradise*, *Beyond Paradise*, and *New Tricks*, also featured prominently, reinforcing their consistent popularity with library audiences. Overall, the top ten titles demonstrated that viewers gravitate toward long-running, character-driven series, which drive sustained engagement and contribute significantly to overall views and watch time.

Top 10 Titles	Views
KIN	50
Lark Rise to Candleford: Series 003	31
Last Tango in Halifax: Series 003	31
Cheaters	29
Lark Rise to Candleford: Series 002	27
Death in Paradise: Series 003	24
Last Tango in Halifax: Series 002	23
Beyond Paradise: Series 003	22
New Tricks: Series 010	22
New Tricks: Series 008	19

Kanopy

Kanopy is a streaming video platform available through libraries that offers ad-free access to a curated collection of films, television series, documentaries, and educational programming. The platform features content from well-known producers such as BBC Studios, A&E®, PBS, and The History® Channel, alongside independent and international distributors. Kanopy supports a wide range of viewing interests, including documentaries and factual programming, acclaimed films and series, international and independent cinema as well as family-friendly and leisure viewing. Patrons can access Kanopy across multiple devices, making it a flexible and accessible streaming option for at-home, mobile, and shared viewing experiences. Kanopy uses a pay-per-use model where the library sets a monthly spending budget, and patrons receive a set number of tickets each month.

Performance Summary

Kanopy continued to see steady and consistent use throughout the first quarter of 2026, with engagement spread across all three months and a noticeable increase toward the end of the quarter. Usage during the quarter reflected sustained interest in both serialized content and individual titles, with repeated engagement across multiple days and included 7,602 pages viewed and 1,632 total plays.

Visits*	Pages**	Plays	Minutes	Pages/Visit	Plays/Visit
5,585	7,602	1,632	51,773	1.36	0.29

**Visits is the number of unique visitor sessions (end after four hours of inactivity)*

***Pages is the number of video pages browsed.*

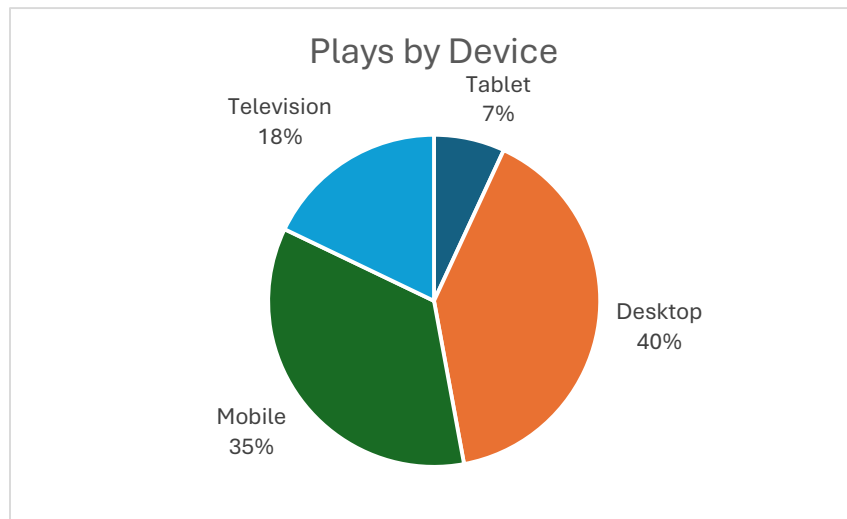
January recorded the highest level of engagement in the quarter, with several days showing notably high play activity. This suggests increased viewing during the early winter period, when at-home streaming use is typically strong. February experienced a moderate decline in overall plays, along with fewer high-activity days. This decrease aligns with common seasonal fluctuations and the shorter length of the month rather than a sustained shift in interest.

March usage rebounded significantly, nearly matching January activity levels. Multiple consecutive days of higher play counts indicated renewed viewing momentum as the quarter progressed. Overall, usage patterns demonstrated consistent engagement across the quarter, with expected month-to-month variation rather than sharp or prolonged declines.

Month	Total Pages	Total Plays
January	2,925	615
February	2,101	444
March	2,576	573
Total	7,602	1,632

Plays by Device

Desktop and mobile devices accounted for over three-quarters of all plays, indicating strong personal and on-demand viewing. Television viewing (17.9%) reflected use for longer-form and shared viewing experiences. Tablet usage, while smaller, continues to support casual and flexible access.



Top Content and Supplier Usage

During the first quarter of 2026, Kanopy usage was driven primarily by a small group of highly popular titles, with viewing concentrated among a handful of well-established content suppliers. The top 10 most-watched titles accounted for a disproportionate share of overall engagement, reflecting strong patron interest in recognizable series, documentaries, and long-form programming.

The most-viewed titles for the quarter were dominated by episodic television series and documentaries, particularly those with multiple seasons that encourage return viewing. Leading titles included Kevin Costner’s *The West: Season 1*, *Inside No. 9* (multiple seasons), *Ballykissangel*, *Hoarders*, *Escaping Polygamy*, and *The Night Manager*. These titles consistently registered the highest play counts and pages viewed, indicating that patrons gravitate toward familiar, serialized content as well as compelling factual programming.

Title	Supplier	Plays	Minutes
Kevin Costner's The West: S1	The History® Channel	32	62
Inside No. 9: S7	BBC Studios	24	33
Escaping Polygamy: S4	A&E®	21	27
Ballykissangel: S3	BBC Studios	18	22
Inside No. 9: S4	BBC Studios	18	21
Ballykissangel: S4	BBC Studios	18	23
Hoarders: S8	A&E®	18	20
The Secret Life of Trees	BBC Studios	18	53
The Night Manager: S1	Fifth Season	17	60
Blue Lights: S2	BBC Studios	16	22

BBC Studios was the single strongest contributor to total usage, supplying a large share of the top-performing titles, making BBC Studios the most consistently used supplier in the collection. A&E® was another key driver of engagement, largely due to high-interest documentary and reality-based series. The History® Channel saw concentrated but impactful use, led primarily by Kevin Costner's *The West*, which ranked as the single most-watched title for the quarter and generated significant viewing relative to other documentaries. *Fifth Season* contributed moderate but focused usage through high-profile dramatic series such as *The Night Manager* and *Nine Perfect Strangers*. PBS and other distributors supported broader, lower-volume usage across a wide range of titles, contributing to discovery and diversity within the collection rather than dominating top-ranked viewing.

SDG Library

First Quarter 2026 Detailed Circulation Statistics

Branch & Open Hours per Week	English			French			Audio Visual	Inter-library Loan	Other	Magazines	Digital Books	Q1 2026 Total	Q1 2025 Total	Borrowers	New Members	
	Adult	Juvenile	Teen	Adult	Juvenile	Teen										
CloudLink												35504	35504	38370		
Administration	384	95	87	19	8	4	66	0	101	0	73	837	935	72	4	
Alexandria (44)	3569	2498	383	200	1716	50	1875	45	186	166	824	11512	10728	1574	106	
Avonmore (20)	401	925	85	3	181	1	92	13	48	0	291	2040	1681	300	11	
Chesterville (17)	821	668	60	4	45	0	163	4	49	30	419	2263	2960	425	20	
Crysler (20)	685	798	148	88	1588	12	93	11	53	0	168	3644	3686	393	22	
Finch (18)	326	652	89	4	137	0	77	18	16	0	124	1443	1645	227	14	
Glen Walter Express	90	15	45	7	11	0	2	1	2	0	23	196	236	48	1	
Ingleside (44)	1605	1117	183	56	115	4	330	35	138	113	413	4109	4181	727	23	
Iroquois (20)	961	423	74	4	13	0	220	13	56	18	240	2022	2300	459	35	
Lancaster (44)	1995	1127	81	78	261	2	456	27	199	23	517	4766	3648	744	36	
Long Sault (30)	1376	1643	110	26	156	0	787	52	106	89	515	4860	4992	804	45	
Maxville (16)	460	230	47	0	55	0	313	5	163	0	225	1498	1243	288	20	
Morewood Express	27	32	2	0	11	0	2	0	1	0	0	75	113	18	0	
Morrisburg (44)	1678	1512	162	11	124	0	619	29	205	59	431	4830	4776	966	50	
South Mountain (16)	813	843	72	1	164	2	115	22	98	12	276	2418	2554	404	17	
St. Andrews Express	171	27	18	2	3	0	14	0	1	3	25	264	205	61	2	
Williamsburg (16)	641	1156	27	1	9	0	298	11	28	109	191	2471	1838	244	7	
Williamstown (17)	488	531	22	0	14	0	187	0	108	0	344	1694	2280	294	11	
Winchester (44)	1845	3174	132	0	184	0	859	26	173	142	612	7147	6165	991	47	
SYSTEM TOTAL	18336	17466	1827	504	4795	75	6568	312	1731	764	41215	93593	94536	9039	471	
	37629			5374												

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

Digital Books			
Q1 2026 eBooks	Q1 2026 Audio	Q1 Total 2026	Q1 2025
22,344	18,871	41215	44125

Interlibrary Loans - Shipped	
Q1 2026*	Q1 2025
429	365

*Lender requests filled (OCLC)

SDG Library

First Quarter 2026 Detailed Activity Statistics

Branch & Open Hours per Week	Visitors	Ref. Question	Readers' Advisory	Tech Training	Scan Email/Fax	Outreach	Program Attendance			PAC Stations		
							Adult	Juvenile	Teen	PCs	Sessions	Hours
Alexandria (44)												
Alexandria (44)	4134	23	22	143	39	6	68	45	272	8	558	494
Avonmore (20)												
Avonmore (20)	750	1	3	0	0	0	33	232	0	2	4	37
Chesterville (17)												
Chesterville (17)	909	0	23	22	6	0	29	64	0	3	70	44
Crysler (20)												
Crysler (20)	1529	61	145	55	1	0	9	628	0	2	49	30
Finch (16)												
Finch (16)	789	37	20	26	3	0	3	79	0	3	113	67
Glen Walter Express												
Ingleside (44)												
Ingleside (44)	2940	6	132	51	37	39	278	327	0	4	167	194
Iroquois (20)												
Iroquois (20)	1345	16	52	22	5	0	24	41	0	2	96	68
Lancaster (44)												
Lancaster (44)	1769	12	37	93	43	0	75	49	1	2	113	114
Long Sault (30)												
Long Sault (30)	1928	1	82	22	10	9	462	30	0	3	83	40
Maxville (16)												
Maxville (16)	686	0	0	0	3	0	182	4	0	2	18	14
Morewood Express												
Morrisburg (44)												
Morrisburg (44)	3404	5	21	63	77	2	316	200	50	5	427	265
South Mountain (16)												
South Mountain (16)	837	4	20	7	3	0	59	143	0	2	24	8
St. Andrews Express												
Williamsburg (16)												
Williamsburg (16)	567	27	36	16	4	6	4	4	3	2	41	16
Williamstown (17)												
Williamstown (17)	366	7	4	5	0	0	17	38	0	1	2	2
Winchester (44)												
Winchester (44)	2872	24	86	67	41	6	78	364	0	4	349	288
SYSTEM TOTAL	24825	224	683	592	272	68	1637	2248	326	45	2114	1681
							4211					

Database Usage		
Database	Q1 2026	Q1 2025
Ancestry Library	48	79
NewsStand	645	684
LinkedIn Learning	54	61
Comics Plus	283	271
Novelist Plus & K-8 Plus	337	225
PressReader	17119	17328
Biblio	954	993
Kanopy	1632	1660
Mango	179	117
World Book Suite	25	53
Cantook	67	99
Creative Bug	35	65

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

LIBRARY MONTHLY STATEMENT



For Period Ending 30-Apr-2026

	2026	2026	2026	2025	2025	2025
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
GENERAL FUND						
REVENUE						
ANNUAL PROVINCIAL FUNDING	0	-131,761	-131,761	-131,761	-131,761	0
ONTARIO CAPACITY FUNDING	-615	-1,000	-386	-3,081	-1,000	2,081
STUDENT FUNDING	-2,464	-8,300	-5,836	0	-4,500	-4,500
FEES & FINES	-6,072	-17,075	-11,003	-18,912	-9,500	9,412
DONATIONS & SALES	-10,497	-6,900	3,597	-8,898	-6,500	2,398
TRANSFER FROM RESERVES	0	-133,500	-133,500	-122,242	-153,542	-31,300
Total REVENUE	-19,648	-298,536	-278,888	-284,894	-306,803	-21,909
EXPENSES						
FULL TIME WAGES & BENEFITS	358,631	1,129,119	770,488	1,067,664	1,068,303	639
BRANCH WAGES & BENEFITS	294,927	1,007,480	712,553	956,043	991,494	35,451
STUDENT WAGES & BENEFITS	0	24,266	24,266	23,589	23,618	29
BOARD MEETINGS & DEVELOPMENT	1,810	5,916	4,106	10,914	15,452	4,538
STAFF MILEAGE	680	7,500	6,820	7,189	6,000	-1,189
STAFF TRAINING & DEVELOPMENT	4,764	23,885	19,121	22,004	22,685	681
PRINT MATERIAL	46,387	185,500	139,113	180,998	185,500	4,502
DIGITAL BOOKS	23,755	87,000	63,245	86,773	87,000	227
DATABASE SUBSCRIPTIONS	48,972	65,516	16,544	63,197	73,028	9,831
MAGAZINES, PERIODICALS & LEASED BOOKS	85	2,996	2,911	2,719	3,655	936
SUPPLIES & EQUIPMENT	4,837	27,650	22,813	29,233	28,650	-583
CREDIT CARD FEES	62	200	138	205	200	-5
PHONES & INTERNET	16,619	42,372	25,753	53,797	56,309	2,512
PROMOTIONS & WEBSITE	32,323	67,884	35,561	69,149	68,800	-349
PUBLIC PROGRAMS	886	10,400	9,514	10,629	10,400	-229
COMPUTER PURCHASES	2,316	17,804	15,488	9,141	9,300	160
SOFTWARE SUPPORT	37,378	57,980	20,602	43,223	50,255	7,032
DELIVERY & OUTREACH VEHICLES	142	29,000	28,858	29,037	29,500	463
COPIERS & PRINTERS	1,145	6,500	5,355	4,294	6,500	2,206
COPYRIGHT & PERFORMANCES LICENSES	763	767	4	1,608	1,700	92
BRANCH CLEANING	1,010	6,000	4,990	4,954	5,000	46
BRANCH RENTS, INSURANCE & SECURITY	6,723	255,768	249,045	246,639	250,833	4,194
FURNITURE PURCHASE	0	61,423	61,423	30,052	29,600	-452
AUDIT & LEGAL FEES	-6,106	6,610	12,716	6,106	6,110	4
SPECIAL PROJECTS	9,660	15,519	5,859	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
Total EXPENSES	887,768	3,342,772	2,455,004	3,184,147	3,206,056	21,909
Total GENERAL FUND	868,120	3,044,236	2,176,116	2,899,253	2,899,253	0

INFORMATION REPORT

<u>PREPARED BY:</u>	Kate Miner – District Supervisor (District 1) Jessica Lomberg – District Supervisor (District 2) Lorna Platts – District Supervisor (District 3)
<u>PREPARED FOR:</u>	SDG Library Board
<u>LIBRARY BOARD DATE:</u>	May 21, 2026
<u>SUBJECT:</u>	Branch & Supervisor Reports

DISTRICT 1

CHESTERVILLE BRANCH: (Mitch C.)

- “Book, Line and Thinkers” book club met monthly throughout the winter with consistent attendance and strong engagement, exploring a range of titles that sparked thoughtful discussion on themes such as gender roles, memory, identity, and historical narratives. Selections including Lessons in Chemistry, The Scent Keeper, and All the Ways We Said Goodbye encouraged meaningful conversation and reflection. The program continues to foster a strong sense of community and shared appreciation for reading.
- “The Knit Circle” remained a popular offering throughout the winter, meeting bi-weekly and providing a warm, welcoming environment for participants. Attendees of all experience levels worked on projects, exchanged skills, and enjoyed the social aspect of the program. The consistency of this program has contributed to ongoing participation and community building.
- “After School Fun” offered local children a safe and engaging space during the winter months. Sessions included crafts, games, and activities that promoted creativity and social interaction.
- The “Weaving a Bookmark” hands-on workshop introduced participants to weaving by using frame looms. The looms were designed and made in collaboration with the MakerLab, utilizing the laser cutter. This showcased the library’s capacity to create custom tools and resources. Participants used these looms to create their own woven bookmarks while learning foundational techniques. The program was well received, with participants expressing enthusiasm for both the creative process and the opportunity to engage with locally made equipment.

CRYSLER BRANCH: (Ian N.)

- Crysler’s “Garden and Science Club,” which is run with community assistance, is growing in popularity and is rooting for the most popular program in Crysler! January’s session focused on wildflowers and seed stratification, including cold-treating fruit seeds such as plum and cherry. It was a great way to plant seeds for the future as the program prepares to transition into the garden.
- In February, love was in the air as children got crafty, making paper hearts to celebrate Valentine’s Day. The program was full of heartfelt fun and creativity.
- March Break was less of a break and more of a March “un-break” as we partnered with Notre Dame du Rosaire School to explore the work of Canadian author Elise Gravel. Participants learned about her books, including titles published in both official languages, and the program ended with a live prize draw, generously sponsored by the *Crysler Friends of the Library*. It was a novel way to wrap up the month.

MAKERLAB/FINCH BRANCH (Josée C.)

- January at the MakerLab marked the beginning of an outreach initiative with Timothy Christian School as LSA Josée taught a 5-week winter elective on Designing. We saw some very creative designs for the 3D printer and Cricut, as well as interesting window shade designs as part of an architecture challenge.
- The MakerLab was busy making in February- LSA Josée used the Cricut to cut vinyl opening hours for all branches and began working on a maintenance guide for the Bambu 3D printers.
- “Silver Birch Book Bunch” for kids launched and made marble runs, poems and friendship bracelets while reading.
- In March, the MakerLab saw great success (with lots of positive feedback!) regarding “Disassemble it! Reassemble it!”. Our group managed to take apart a PC, keyboard, three different game controllers, and an old phone.
- LSA Josée was also happy to see everyone’s versions of the painting *A Starry Night* by VanGogh during our “Paint Day” event – they were very pretty!
- The MakerLab started making reward tote bags for “1000 Books Before Kindergarten.”

MakerLab Usage								
	MakerLab Appointments	Button Maker	Die Cutter	Cricut	3D Printer	MakerKits Used	Sublimation Printer	Mug Press
Jan.	4	51	3	2	4	3	0	0
Feb.	2	103	3	4	8	5	0	0
Mar.	3	99	11	2	8	8	21	0

SOUTH MOUNTAIN BRANCH (Ginette T.)

- “Homeschool Explorers” continued to meet over the winter months. Recent STEM activities included making balloon-powered airplanes, using the Library’s ButtonMaker Makerkit, and exploring melting points while rescuing a (toy) bunny trapped inside a block of ice. Children and caregivers enjoyed gathering at the branch, and forging connections in the local homeschooling community.
- In February, visitors to South Mountain Branch were able to watch the Olympics as part of the Library’s partnership with CBC Gem. Children made an Olympic torch craft to celebrate the Games, using a template provided by CBC. The craft was a featured activity for “Homeschool Explorers,” but was later available to any child visiting the Branch.
- The Branch presented a “Ukrainian Pysanky Egg Workshop” in March with the help of community volunteers. Patrons look forward to this annual program which sees participants create intricately decorated eggs using beeswax and layered dyes. The results were beautiful!
- The Branch continued to build “Baby & Tot Playtime”, which meets twice each month. Regular songs are featured in a circle time with new stories for each session. Staff regularly use the Library’s Staff Storytime Kits for this program.

WINCHESTER BRANCH (Jessica L. and Chantal N.)

- New Year means new programs in Winchester. Branch staff added two new series programs: “Mindful Moments” for seniors, and “Craft-astrophies” for adults and teens. With the addition of these two program series as well as the one-off “Cozy Stay PA Day” and “Craft Supplies Swap” to our existing series programs, the Branch boasted ten programs in the month of January.
- February brought many new faces to the Winchester Branch, in the form of new lounge bookings, and patrons recruiting their friends to join book clubs, attend our recurring programs, and to swing by our annual “Seniors’ Valentine Tea.” Winchester staff would like to extend a special thank you to Deborah Waddell of *Record Family History* for speaking to our tea attendees about building a legacy photo collection.
- Staff and patrons had a blast this March with wonderfully fun and well attended programs, including our two March Break events that featured crafts, painting, STEM building, photo opportunities, scavenger hunts, and a film with popcorn.

DISTRICT SUPERVISOR (Kate J.M.)

- Regular scheduling, time sheets, board reports, and reports to Council (ongoing).
- Provided technology troubleshooting and support for staff and patrons (ongoing).
- Collection maintenance and review (ongoing).
- Frontline customer service including email, and phone inquiries (ongoing).
- Attended regular check-ins with Community Librarian and other District Supervisors (ongoing).
- Engaged in Management, Board, General Staff and SDG Reads meetings (ongoing).
- Drafted the 2026 MakerPlan.
- Attended monthly meetings with MakerLab staff to ensure we hit the goals set in the 2026 MakerPlan for Q1.
- Attended Mugo Bookings Software Training.
- Attended Evolia Scheduling Software Training.
- Lead District staff meeting for District 1 (Jan).
- Outreach: Assisted the MakerLab with their Timothy Cristian School.
- Professional development: Welcoming All: Inclusivity in Library Spaces (Niche, Jan).
- Professional Development: Giving Effective Feedback (Niche, Jan).
- Professional Development: Library Voices: Makerspace (LearnHQ, Feb).
- Policy Review: Internet Use Policy (Feb).
- Policy review: Collection Development (March).
- Policy review: Political Elections (March).
- Obtained quotes for the new flooring in South Mountain as part of future renovations.
- Conducted troubleshooting on the Dremel LC40 Laser Engraver to maintain working order.
- Facilitated Spring program planning in District 1.

DISTRICT 2

INGLESIDE: (Linda P. and Colleen C.)

- LSA Colleen launched the annual Forest of Reading program, Canada's largest recreational reading initiative celebrating Canadian authors and illustrators. Three classes from Our Lady of Good Counsel participated in the Blue Spruce category, with Colleen reading nominated picture books during class visits. Students enthusiastically engaged with the stories as they prepared to vote for their favourite book and illustrator at the end of the program.
- LSA Colleen facilitated seasonal preschool Storytimes including Family Literacy Day, Valentine's Day, and Spring themed sessions. Children enjoyed interactive stories, songs, and take-home crafts.
- LSA Linda organized the "Read for 15" program, which encouraged patrons to track their daily reading habits. 29 patrons took part, collectively reporting an impressive average of 26.25 hours of reading per day.
- The "Ingleside Book Mates" book club met monthly and continued to foster lively discussion among members. Titles discussed included The Treasure Hunter's Club by Tom Ryan, Lady Clementine by Marie Benedict, and The Reading List by Sara Nisha Adams. Discussions often expanded beyond the books themselves, with members enthusiastically sharing personal reading lists and connections to the stories.
- Branch volunteer Sarah assisted children in creating more than 75 handmade Valentine's Day cards. The cards were delivered through the South Stormont Seniors Support Centre "Carefor" Meals on Wheels program, ensuring every meal recipient, volunteer, and staff member received a card. The Branch later received a heartfelt thank you card noting the many smiles the project brought to the community.
- March Break was a particularly busy time at the Branch, with a variety of successful programs offered throughout the week. Programs included "Ukrainian Easter Eggs," "Bird Feeding 101," "Wacky Wednesday," and a gardening workshop led by guest speaker Cheryl Irvén of Arlington Acres. Attendance was strong, with patrons of all ages participating in creative and educational activities.
- The monthly "Ancestry Club" continued to grow as participants explored the Library's Ancestry Library Edition resources and collaborated on family research. During one meeting, a member presented on the genealogy resource "WikiTree," prompting lively discussion and the sharing of personal research experiences.

IROQUOIS BRANCH: (Eleanor P., Jeannette D., and Ronena W.)

- The Iroquois Branch marked a staff transition in January as LSA Jeannette retired after 22 years of dedicated service to the SDG Library and community. Staff and patrons alike expressed their appreciation for her many contributions and wished her well in retirement.
- The Iroquois Branch welcomed new LSA Ronena, who joined the team and began supporting branch services and programming.
- The Iroquois Branch book club "POP!" continued to meet monthly throughout January, February, and March. The club remained well attended, with thoughtful discussions, themed snacks, and a welcoming atmosphere for participants.

- Iroquois Public School's grade 5/6 class visited the Branch to work on independent social studies projects. The visit gave students the opportunity to learn how to find materials, use library resources, and experience the library as a valuable extension of their classroom learning.
- LSA Eleanor continued to facilitate regular "Cozy Reads" Storytimes in January, February, and during March Break. These sessions provided engaging opportunities for young children and caregivers to enjoy stories, songs, and activities together.

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

- The "Gather and Knit" club continued to meet weekly, where members worked on handmade projects that were later sold at local markets and community events. Funds raised through these efforts were donated back to community causes, including a \$600 contribution to Maison Baldwin House to support its work assisting individuals affected by human trafficking. A small presentation was held at the Long Sault Branch to recognize the donation and the group's ongoing community contributions.
- During the winter months, Long Sault saw a significant increase in participation in the community led puzzle exchange program. Many patrons, including new users, enjoyed borrowing and exchanging puzzles to complete at home, making the program a popular seasonal activity.
- The 2026 Winter Olympics inspired programming and displays throughout the Branch. LSA Caleigh created an Olympic themed display and reading challenge, where children completed reading tasks to earn bronze, silver, and gold medals 3D printed in the MakerLab. Long Sault welcomed patrons to watch Olympic coverage during open hours.
- During March Break, CSA Caleigh hosted a Dungeons and Dragons themed escape room, "Dragonvault Library." Participants solved puzzles using library skills such as the Dewey Decimal System, riddles, Maker Kits, and dice challenges before celebrating their escape by creating dragon crafts.
- The number of book clubs connected to the Long Sault Branch continued to grow, with the addition of a fourth group. LSA Chris supported the continued success of the Long Sault Branch Book Club, St. Andrews Book Club, Fiction & Findings Book Club, and The Litwits Book Club.
- Library displays continued to play an important role in promoting collection use and enhancing the in-branch experience. Displays were used to highlight programs, seasonal themes, and unique collection materials. Creative examples included a Dungeons and Dragons themed notice board promoting March Break programming, the "March into a Good Book" display featuring ants carrying food themed books from a picnic basket, and a wedding themed display showcasing LSA Christine's wedding hat alongside related collection items. Patrons regularly commented on the creativity of the displays and looked forward to seeing what new designs would appear throughout the Branch.

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

- The Morrisburg Branch introduced several new drop-in programs during the winter months, including "Scrabble Mondays," "Cozy Craft Nights," and the "In Stitches" hand sewing group. These programs were well received and provided welcoming opportunities for patrons to gather during the colder season.

- On January 29, Morrisburg hosted its first “Speed Puzzling Competition” in celebration of National Puzzle Day. Sixteen participants of all ages attended, and the event was such a success that many requested it return next year.
- In February, Morrisburg served as a community watch site for CBC Gem Winter Olympic coverage, with patrons gathering to cheer on Canadian athletes, particularly during hockey events. Staff also hosted “Valentine’s Day Games at the Library,” where families enjoyed Olympic themed minute to win it challenges while watching events on site, creating a festive community celebration for all ages.
- Morrisburg welcomed local author Ian Henderson, who presented a workshop titled “*Memory, the Thing I Forget With.*” The event was well attended and appreciated by patrons.
- In early March, Morrisburg hosted a successful “Seed Exchange,” featuring local botanist and horticulturalist Gisele Mitrow. Patrons received gardening tips and shared positive feedback, with interest in making the event an annual offering.
- March Break programming featured a “Bead Bonanza” theme, including a popular “Beaded Lizard” craft event.
- Morrisburg welcomed some of its youngest patrons through local daycare visits and the “Spring Chickens” Storytime, introducing children to the library as a welcoming space for learning and play. Many participants enrolled in the 1000 Books Before Kindergarten program.
- Morrisburg began its Forest of Reading programming during class visits, with children enthusiastically discussing Canadian picture books and sharing their favourites.

WILLIAMSBURG BRANCH: (Rose D.)

- The Williamsburg Branch welcomed increased foot traffic during January and February as the outdoor rink at J.C. Whitteker Park was opened for public skating. Many children and teens visited the Branch to warm up, read, play board games, and use library computers.
- On February 25, Williamsburg hosted an “Adult Craft Night” where participants creatively altered old cookbooks. The evening sparked the sharing of stories, recipes, and plenty of laughter among attendees.
- During March Break, the Branch hosted a children and teen craft day where participants created hedgehog crafts using old paperback books. The program was well received, and participants were proud to take their finished projects home.
- Patrons enjoyed participating in the March Break “Design a Bookmark” contest. The system wide initiative received strong community engagement, with many entries and enthusiastic voting from patrons.
- Outreach services to Dundas County Hospice and the J.W. Macintosh Senior Centre continued to be well received. These visiting library services remained an important way to provide access to materials and maintain strong community connections.

DISTRICT SUPERVISOR: (Jessica L.)

- Regular scheduling, time sheets, board reports, and reports to Council (ongoing).

- Provide technology troubleshooting support for staff and patrons (ongoing).
- Frontline customer service, including email and phone inquiries (ongoing).
- Attended regular check-ins with the Community Librarian and other District Supervisors (ongoing).
- Ensured compliance with Health & Safety Regulations (ongoing).
- Engaged in Management, Board, General Staff, JHSC, and SDG Reads meetings.
- Scheduled support staff for programs, courier relief and outreach events.
- Collection maintenance and review (ongoing).
- Assisted in the development of a section of the new Branch Manual.
- Professional development: WSPS: How to Develop Workplace Specific
- WHMIS, Mugo, Evolia, “How to Promote e-Resources @ Your Library” and “Rural Libraries, Technology and Funding”
- Trained staff on new ILL procedures.
- Facilitated District Meeting.
- Conducted interviews and successfully hired and trained one (1) new LSA and two (2) new CSAs in District 2.
- Coordinated Volunteer Appreciation Event.
- Policies reviewed: Internet Use Policy, Collection Development Policy, Political Elections Policy.

DISTRICT 3

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

- The Boys and Girls After School Club made use of the Branch monthly. Children were encouraged to check out reading materials and enjoyed using Mini Maker Kits, such as Brainometry, and playing board games in-house.
- A pop-up at the Kindergarten Open House at Terre des Jeunes was well attended. Participants learned about SDG Library services and loved using the button maker.
- A PD Day “Maker Machine” program was attended by enthusiastic participants. Paper rockets were designed and flown in-branch and children explored geometry with tangrams.
- “Forest of Reading: Red Maple Edition” participants have been diligently reading nominated books on their own. They met to share their thoughts ahead of voting in April.
- Local artist Michael Poitras was popular at the Alexandria Branch. His “Artist Meet and Greet” was well attended and visitors purchased some of his pieces.
- March Break proved to be busy with families visiting to read, play board games, build with Lego and race the Sphero Indi Cars. There were also two popular programs- “Artful Antics”- where children created scratch art bookmarks and “My First D&D Quest” for a first foray into the world of Dungeons and Dragons.
- Branch staff noted that visitors were thrilled to be able to view the Winter Olympic and Paralympic Games at the Branch thanks to a partnership with CBC Gem.

AVONMORE BRANCH: (Kelsey D.)

- Class visits resumed after the holidays with an additional two classes visiting Avonmore Branch on a biweekly basis.
- The “Hand Sewing: Patchwork Sashiko” program had a good turnout with eager learners. Participants learned a new hand sewing technique based on traditional Japanese sashiko and boro mending methods.

- “Writers of Avonmore” started at the request of patrons. The program has had consistent participation, and new members are beginning to sign up.
- “March Break: STEAM” proved to be a popular drop-in program. Children were invited to create marble run tracks and build robots with Cubelets. Parents enjoyed the kits just as much as the little learners.

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

- “Knitting Bee” continued Monday mornings through this quarter. Members appreciated the space to meet and share tips during the cold winter.
- “Homeschool Hotspot” was very well attended in January and February, bringing in a full house to participate in events such as “Minute to Win It Olympics” and “Homemade Show & Tell.”
- Lancaster’s “Spice Club” continued to grow this quarter. Members met to discuss white pepper, cayenne and ground mustard.
- The “Cairnview Book Club” continued to meet throughout winter. They discussed SDG Library’s book club kits: The Book Club for Troublesome Women and Lula Dean’s Little Library of Banned Books.
- Patrons were delighted to unwrap a “Blind Date with a Library Book”. Wrapped books were displayed with short descriptions, challenging readers not to judge based on the cover.
- While Williamstown Branch underwent renovation, Lancaster Branch welcomed new faces. March Break was particularly busy for staff as room was made to accommodate holds and activities.
- During March Break, Lancaster held a “Bad Art Contest.” Participants were encouraged to create the worst painting they could with non-traditional painting supplies.
- Lancaster’s “Seed Swap” was held on a rather wintry Saturday but proved to be a successful partnership with the *Williamstown Green Thumbs*. Green Thumb president, Lia Lindemann, was on-site to answer questions about starting seeds.
- Requests for technology help increased at the Branch, especially towards the end of March as patrons requested help printing and faxing tax preparation documents.

MAXVILLE BRANCH: (Terry B.)

- “The Garden Shelf” launched in January to a very enthusiastic group. Volunteer leader, Majorie Munroe, led the discussion on “sleeping” plants and provided participants with winter seeds. The program also tackled soil health, seed starting and early planting this cycle.
- Enthusiastic stitchers dropped in for “Stitch Literacy.” Participants shared tips and tricks regarding cloth baskets, crazy quilts and Kantha stitching. A total of 71 participants joined “Stitch Literacy” from January through March.
- Maxville staff assisted four (4) book clubs with managing their book club kits and reading materials. These thriving clubs are enjoyed by all participants.
- “March Break Loom Knitting” was offered to introduce youngsters to knitting. It proved popular with children and sparked interest in an alternative knitting technique.

WILLIAMSTOWN BRANCH: (Julie C.)

- Revised Branch hours came into effect in January and was positively received. Community feedback indicates the updated schedule is effectively meeting user needs. Staff continue to support patrons with clear information.

- Staff created a children’s book display to support “1000 Books Before Kindergarten.” This system wide program supports early literacy development. Families have access information about the program and picked up tracking sheets. Staff provided guidance and encouragement to support participation.
- Williamstown hosted a District Staff meeting. Team members took part in training sessions that supported professional development and enhanced service delivery. Staff were also able to connect and strengthen working relationships.
- Williamstown underwent a temporary closure to complete facility upgrades. New carpet was installed in the previously tiled portion of the Branch.

DISTRICT SUPERVISOR: (Lorna P.)

- Regular scheduling, time sheets, board reports, and reports to Council (ongoing).
- Technology troubleshooting and support for staff and patrons (ongoing).
- Frontline customer service including email, and phone inquiries (ongoing).
- Engaged in regular Leadership Team Meetings and Branch Roundtables (ongoing).
- Engaged in regular Niche Academy Working Group meetings to strategize developing additional staff training.
- Ongoing stewardship of Little Free Library in Martintown.
- Professional development: CTRL-F: Find the Facts; Walking In Our Truth Together Lessons 3+4; Generative AI and Collection Development Policies (WebJunction).
- Delivered “My First D&D Quest” program in Alexandria.
- District 3 Staff Meeting (February 13).
- Assisted with renovations in Williamstown Branch.
- Installed new vinyl hours signage for Branches in District 3.
- Policies Reviewed: Collections Development Policy.
- Completed projects: Collections Maintenance Plan; Niche Academy Training Module: Damaged & Lost Items.
- In Progress: Evolia Shift Scheduling Niche Academy Training Modules for Staff; Evolia Supervisor Guide.

INFORMATION REPORT

<u>PREPARED BY:</u>	Maria Steffen – Communications & Marketing Coordinator
<u>PREPARED FOR:</u>	SDG Library Board
<u>LIBRARY BOARD DATE:</u>	May 21, 2026
<u>SUBJECT:</u>	Communications & Marketing Report

COMMUNICATIONS AND MARKETING COORDINATOR: (Maria S.)

Social Media/Website

- Created 126 social media static posts and reels across Facebook and Instagram to promote programs, system-wide events, collections, Library of Things, important news, service interruptions, and new releases.
- Created blogs, banners, artwork, staff lists, and page updates for the website to promote programs, news, collections and resources.
- Created mock-ups and final designs for new Library of Things website page including artwork for over 100 new icons for the catalogue.

Projects

- Created marketing material to promote the 1000 Books Before Kindergarten program (posters, blogs, information packs with bookmarks, tracking sheets, certificates), design for the totes, and staff information pack.
- Created marketing material to promote the Binge Box collection and Storytime Kits (blog, posters, website banners, socials)
- Developed the 2026 Communications and Marketing Plan with the Director of Library Services.
- Built the Crysler survey (in Survey Monkey) with the Director of Library Services. Created all the marketing material to promote the local survey.
- Created branch program posters, updated Polaris check out receipt messages and branch slides (for display on the TVs)
- Assisted with the promotion of March Break, including the rollout of the Bookmark Contest and creating all associated marketing material and communications.
- Assisted with the planning and promotion of the Volunteer Appreciation Event including marketing material and communications.
- Created the draft of the Community Survey (in Survey Monkey) for the strategic plan with the Director of Library Services.

Publications

- Reviewed all the Spring programs on the website and created the Spring program guide flyers and posters. This includes the creation of marketing and communications material for promotion. Copies were also distributed to each municipality.
- Created an advert for the South Stormont Community guide.
- Created five (5) eNewsletters, two (2) board newsletters and one (1) staff newsletter.
- Wrote three (3) editorials for local press, two (2) news releases and three (3) blogs.

Meetings

- Attended the OLA super conference on January 28-30 and completed an attendee report.
- Attended meetings for: Library of Things website, CloudLibrary, volunteer appreciation, and SDG Reads.
- Attended five (5) leadership team meetings, two (2) admin team meetings, two (2) board meetings, one (1) quarterly Biblio update (for website and eNewsletters) and four (4) webinars.

Website and social media statistics

In the period from January to March 2026, the SDG Library website had 30.5K unique website users who visited 332.2K SDG Library website pages.

Across social media, 126 posts were made, and viewed 115.7K times.

January 2026

In January 2026, the SDG Library website had 10.2K unique website users who viewed 118.3K SDG Library website pages.

Across social media, 43 posts were made, and viewed 48.1K times.

February 2026

In February 2026, the SDG Library website had 9.3K unique website users who viewed 102.4K SDG Library website pages.

Across social media, 30 posts were made, and viewed 29.3K times.

March 2026

In March 2026, the SDG Library website had 11K unique website users who viewed 111.5K SDG Library website pages.

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

INFORMATION REPORT

<u>PREPARED BY:</u>	Emily Andrews – Community Librarian
<u>PREPARED FOR:</u>	SDG Library Board
<u>LIBRARY BOARD DATE:</u>	May 21, 2026
<u>SUBJECT:</u>	Community Librarian Report

COMMUNITY LIBRARIAN: (Emily A.)

- Payroll administration, emails and support for District Supervisors (ongoing).
- Technology troubleshooting and support for staff (ongoing).
- Attended and engaged in Management Meetings (ongoing).
- Administered and hosted in-person book club at the Maxville Branch.
- Secured an author for SDG Reads and recruited committee members.
- Participated in and presented at District Meetings.
- Undertook quarterly check-ins with staff members.
- Attended Crysler’s Friends of the Library meetings.
- Attended Long Sault donation presentation to Baldwin House.
- Attended OLA SuperConference 2026.
- Launched 1000 Books Before Kindergarten initiative in conjunction with Family Literacy Day.
- Continued to revamp and review the Branch Manual for staff usage.
- Coordinated National Canadian Film Day viewings in five (5) branches.
- Supported outreach at Welcome to Kindergarten event.
- Interviewed co-op student for Admin office.
- Interviewed and trained new CSAs for District 2.
- Participated in preparing Williamstown Branch for renovations.
- Interviewed for Summer Reading Club and Outreach Facilitator positions.
- Met with and established partnership with Great River Ontario Health Team. Arranged branch visits for May – August.
- Met with and established partnership with Trillium Gift of Life Network.

Development:

- OLA Super Conference
- Library Voices: Makerspace
- Community Engagement for Public Library Strategic Planning
- Emotional Aid for Peers and Frontline Workers – St John’s Ambulance
- Picture Books with Purpose: Whitehots Webinar

INFORMATION REPORT

<u>PREPARED BY:</u>	Cheryl Servais – Information Services Coordinator
<u>PREPARED FOR:</u>	SDG Library Board
<u>LIBRARY BOARD DATE:</u>	May 21, 2026
<u>SUBJECT:</u>	Technical Services Report

CATALOGUING/ACQUISITIONS TECHNICIAN : (Lucinda F.)

- Processed 1,733 newly acquired items in the first quarter of 2026; including books, audiovisual and non-traditional library items.
- Assisted with the fiscal year rollover in the beginning of January. Added new funds to separate ARP funds from staff funds to make budget management more efficient.
- Updated 45 new Ontario Parks passes for 2026 which were distributed to the branches.
- Added two new serial (magazine) holdings which were added to the print magazine collection: The Atlantic and Hockey News.
- Reviewed annual magazine subscriptions and reallocated 10 magazines and updated item records to reflect these changes to ensure an accurate database.
- Catalogued the remaining 26 PIC books, from the UCDSB donation, which were received in January and distributed to branches.
- Added four (4) new board games to the collection: Arkham Horror Lovecraft Letter, King of Tokyo Duel, Happy Little Dinosaurs, and My First Carcassonne.
- Assisted with collection development including reviewing and managing purchase suggestions and replacement suggestions, from both the public and staff, for adult fiction, teen fiction and all graphic novel collections as well as audiovisual collections.
- Submitted carts and purchase orders for capital collection materials to library vendors and completed importation of cataloguing files.
- Assisted with evaluation, deselection and reallocation of graphic novel collections system wide.
- Assisted with selection of digital materials within assigned collections and ensured accurate cataloguing information was uploaded to Polaris.
- Promoted the library collections through the creation of staff lists and blog posts.

CATALOGUING/ACQUISITIONS TECHNICIAN : (Stacey P.)

- Interlibrary Loans: 437 items sent to other library systems; and 406 items were received in the first quarter of 2026.
- Assisted with the launch of Mugo, new booking software. This included learning the system and assisting with the creation of supporting training documentation for staff.
- Distributed 73 Book Club Kits to branches and added three (3) new kits to the system.
- Managed online registrations, totaling over 226 requests which included 73 new adult members, five (5) juvenile registrations, and 148 renewal requests.
- Processed two new (2) French Phonics Kits, and 14 French Easy Readers Kits. Processed four (4) new board games, and five (5) Binge Boxes.

- Assisted with purchase suggestions and selection for children's materials and DVD collections.
- Assisted with evaluation, deselection and reallocation of DVD collections system wide.
- Assisted in the review and editing of the Book Club and Interlibrary Loan sections of the updated Branch Manual.
- Created monthly blogs and staff lists for the website.
- Repaired 37 books and 99 discs.

INFORMATION SERVICES COORDINATOR: (Cheryl S.)

- Attended regularly scheduled meetings including Stand-ups, Round Tables, Social Media / Collection Highlights, Working Group (Niche Academy and Website), Collection Planning and Management meetings (ongoing).
- Completed Collection Development work including managing purchase suggestions, replacements, reallocation and deselection (ongoing).
- Created book lists and blogs for the library website and eNewsletters to promote library collections and services (ongoing).
- Provided remote assistance (phone and email) to staff and patrons for technology troubleshooting and support on library resources (ongoing).
- Compiled monthly statistics for first quarter of 2026 as well as 2025 fourth quarter statistics and full year statistics for 2026 as well as the final metric report for 2025.
- Worked with Technical Services staff to complete fiscal year rollover tasks including setting up annual print and digital collection budgets, review of automatic release plans and updates to budget tracking documents for 2026.
- Compiled statistics for each municipality for delegation presentations.
- Assisted with the upgrade from Bell internet to Cogeco at the Long Sault Branch.
- Completed Mugo training (booking system software) with vendor. Set up database with Technical Services team. Created training documentation and lead training for branch staff at District Meetings.
- Reviewed and updated Technology Plan for 2026.
- Reviewed and provided feedback on draft Branch Staff Manual sections including circulation, book clubs and interlibrary loans.
- Reviewed and updated FAQ for Library of Things collections in preparation for re-launch of that section of the website.
- Worked with Communications and Marketing Coordinator and Technical Services staff to update images for BIB and items records for the Library of Things collection.
- Started preliminary work on Collection Plan including review of floating collection limits and ideal collection sizes for branches. Met with District Supervisors and reviewed weeding plan for 2026.
- Scheduled Zoom pickups for deselected/withdrawn items.
- Assisted with coordinating interlibrary loan requests management at the branch level.
- Interviewed and supervised high school co-op student.
- Led monthly Ancestry Club programs in Ingleside and Tech Help Desk programs in Alexandria and Morrisburg.
- Completed LEAP/Polaris training with two new CSAs in District 2.
- Completed regular maintenance and updates on LEAP/Polaris database including adding and removing new workstations and staff members.

INFORMATION REPORT

<u>PREPARED BY:</u>	Rebecca Luck – Director of Library Services
<u>PREPARED FOR:</u>	SDG Library Board
<u>LIBRARY BOARD DATE:</u>	May 21, 2026
<u>SUBJECT:</u>	Director of Library Services Report

STAFFING HIGHLIGHTS:

Eleanor Pietersma retires after 41 years of dedicated service to the SDG Library. Eleanor began her career at the Iroquois Library, and following County amalgamation, continued in her role as an LSA at the Iroquois Branch of the SDG Library.

Over the years, Eleanor has made a lasting impact on our team and the Iroquois community. Her dedication, knowledge, and welcoming presence will be truly missed. Her compassion and care shine in everything she does. If you've ever attended one of her amazing children's programs, you've seen firsthand the heart she puts into everything.

DIRECTOR OF LIBRARY SERVICES: (Rebecca L.)

- Attended weekly Director's meetings with CAO and fellow County Directors.
- Attended and facilitated Management Team and Administrative meetings.
- Attended Eleanor Pietersma's retirement party (April 1).
- Coordinated the removal and reinstallation of shelving at the Williamstown branch. Coordinated the installation of the Williamstown carpet with Tapis Richard Ranger (beginning April 2).
- Prepared and attended the Library Board Meeting Agenda for Library Board regular meeting – Thursday, April 9, 2026, 5:00pm at the Ingleside Library branch.
- Attended SDG Counties Council meeting (April 20).
- Continued coordination with Alex Warwick Architect to complete the Chrysler Feasibility Study.
- Assisted with the coordination and scheduling of the South Mountain carpeting and new shelving project. Preferred carpet vendor selected and carpet tiles ordered.
- Completed quarterly check-ins with direct reports.
- Attended the OLS Consulting's Spring 2026 CEO Networking Meeting for libraries with a population of 40,000-74,999.
- Prepared and presented a delegation at the Township of North Stormont (April 28) Council meeting.
- Following an information session with the Board Chair, attended a meeting with Bibliotecha to discuss how other library systems are approaching AI.
- Completed and submitted the Annual Survey of Public Libraries through the Ministry of Tourism, Culture and Gaming's Library Statistics webpage.
- Prepared and launched the Strategic Plan survey questions for the public, staff, and Library Board members.
- Mediated a public inquiry regarding cataloguing practices for a specific book title.
- Coordinated relief courier training for a staff member.

ACTION REQUEST

<u>PREPARED BY:</u>	Rebecca Luck – Director of Library Services
<u>PREPARED FOR:</u>	SDG Library Board
<u>LIBRARY BOARD DATE:</u>	May 21, 2026
<u>SUBJECT:</u>	Program Policy

BACKGROUND:

1. The Program Policy sets the framework for the planning, delivery, and evaluation of programs offered by the SDG Library, ensuring they align with the Library’s mission, strategic priorities, and commitment to equitable, inclusive, and accessible service.
2. The Program Policy, last reviewed and approved by the Board on May 13, 2021, is being submitted with proposed amendments.

ANALYSIS:

3. Key revisions include:
 - a. Reorganizing the policy into clearer sections, including purpose, definitions, guiding principles, program planning and selection criteria, partnerships and sponsorships, program delivery, evaluation and reporting, and related documents;
 - b. Strengthening language related to intellectual freedom and adding a formal *Request for Reconsideration of a Library Program* process;
 - c. Expanding provisions related to equity, inclusion, accessibility, and community responsiveness;
 - d. Establishing clearer expectations and evaluation criteria for partnerships, sponsorships, and presenters;
 - e. Updating operational guidance related to virtual programming, attendance limits, participant conduct, privacy, photography, recordings, accessibility accommodations, and program fees;
 - f. Introducing program evaluation measures to support evidence-based planning and alignment with strategic priorities.
4. Administrative staff were consulted in the revision process.

IMPACT ON 2026 BUDGET:

5. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Conduct Community Outreach



RECOMMENDATION(S):

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

For: The Stormont, Dundas and Glengarry
County Library Board

Policy No.: OP-18

Policy Type: Operational

Effective Date: May 21, 2026
Date of Last Revision: May 13, 2021
First Approved: October 8, 2008

1. Purpose

The purpose of this policy is to provide a framework for the planning, delivery, and evaluation of programs offered by the SDG Library, ensuring they align with the Library's mission, strategic priorities, and commitment to equitable, inclusive, and accessible service.

2. Definitions

"Programs" refers to planned activities, events, or services offered by or in partnership with the SDG Library for public participation.

"Partnerships" refers to a mutually beneficial collaboration between the SDG Library and an external group, individual or organization.

3. Guiding Principles

- 3.1. The SDG Library upholds the principles of intellectual freedom embodied in the Canadian Federation of Library Associations Statement on Intellectual Freedom and Libraries. Programs may present a wide range of viewpoints, including those that may be considered controversial. The inclusion of a program does not constitute endorsement of its content or presenter. While individual programs may not represent all perspectives, the SDG Library strives to provide access to a diversity of viewpoints across its programming as a whole.
- 3.2. The SDG Library is committed to providing inclusive, equitable, and accessible programming by reflecting the diversity of the community, reducing barriers to participation, designing programs that are welcoming to all, and supporting accessibility in accordance with applicable legislation and standards.
- 3.3. Programs are developed in response to community interests and needs, emerging trends and issues, and opportunities for partnerships and collaboration.
- 3.4. The SDG Library recognizes the right of individuals and groups to determine which library programs they choose to attend or not attend. However, no individual or group has the right to limit or restrict another person's access to library programs. Patrons who wish to express concerns regarding a specific program may submit a *Request for Reconsideration of a Library Program* (see Appendix A).

4. Program Planning and Selection Criteria

- 4.1. Responsibility for planning, organizing, and implementing programs rests with branch staff under the direction of the Community Librarian, and in consultation with District Supervisors.
- 4.2. Library programs are designed to:

Program Policy

- 4.2.1. Support lifelong learning, including literacy, digital literacy, numeracy and problem-solving in a technology-rich environment;
 - 4.2.2. Provide informational, educational, and recreational opportunities to the community;
 - 4.2.3. Promote awareness and effective use of SDG Library services and collections;
 - 4.2.4. Nurture community cohesion and reduce social isolation by bringing members of the community together;
 - 4.2.5. Strengthen partnerships with a wide variety of organizations;
 - 4.2.6. Attract new audiences to the SDG Library.
- 4.3. A library program does not need to meet all the criteria listed above in order to be considered or offered.
- 4.4. The SDG Library will be mindful of existing community services and, where appropriate, will seek to complement rather than unnecessarily duplicate programs offered by other organizations.

5. Partnerships and Sponsorships

- 5.1. The SDG Library may collaborate with community organizations, individuals, and groups to deliver programs.
- 5.2. Partnerships will be considered based on alignment with SDG Library values and strategic priorities; benefit to the community; operational capacity and resource implications; and reputational considerations.
- 5.3. The SDG Library retains final authority over program content, delivery, and branding.
- 5.4. Presenters and partners are expected to comply with all applicable Library policies and procedures. The SDG Library reserves the right to modify or discontinue partnerships that do not align with its policies or standards.
- 5.5. Library programs and partnerships shall not be used for commercial solicitation or promotion. Presenters may share professional expertise, but programs must not primarily promote specific businesses, products, or services unless approved by the Director of Library Services or designate.
- 5.6. External groups, individuals or organizations wishing to sponsor a program must adhere to the SDG Library's Donations, Sponsorship and Fundraising Policy.

6. Program Delivery

- 6.1. Programs will be delivered by SDG Library staff or by invited presenters and community experts with relevant knowledge, skills, or experience.
- 6.2. Programs will be offered in a variety of ways, including in-branch, virtually, and off-site as part of Library outreach activities.
- 6.3. Programs may be designed for specific audiences, including children, teens, adults, and families. The SDG Library may establish age or participation guidelines where a program is intended for a particular group.
- 6.4. The SDG Library will make reasonable efforts to accommodate all individuals who wish to attend a program. Attendance may be limited due to safety considerations, space constraints, or the nature of the program. Where limits are required, participation may be

Program Policy

managed through pre-registration or on a first-come, first-served basis. Priority may be given to SDG Library cardholders where applicable.

- 6.5. Personal information collected for program registration purposes will be managed in accordance with applicable privacy legislation and the SDG Library's privacy practices.
- 6.6. Caregivers are responsible for ensuring that children in their care are supervised in accordance with the SDG Library's Unattended Children's Policy.
- 6.7. The SDG Library reserves the right to cancel, reschedule, or modify programs as necessary and will make every effort to notify the public in advance.
- 6.8. The SDG Library reserves the right to refuse or remove participants whose behaviour is disruptive or violates SDG Library policies.
- 6.9. The SDG Library is considered a public space. By attending Library programs, patrons consent to having their image captured by event photographers/videographers for use for SDG Library publicity purposes. Names will not be used unless with written consent. Individuals who do not wish to be photographed or recorded are encouraged to notify Library staff.
- 6.10. The SDG Library reserves the right to record virtual or in-person programs for promotional, archival, or educational purposes. Unauthorized recording of programs by attendees is not permitted.
- 6.11. Most programs will be offered free of charge. In certain circumstances, a fee may be required to offset program costs and will be determined on a program-by-program basis. Any fees must be approved by the District Supervisor in consultation with the Community Librarian.
- 6.12. A community member needing the assistance of a support person to attend an event or program shall be accommodated in accordance with the SDG Library's Accessibility Policy.

7. Evaluation and Reporting

- 7.1. Library programs will be evaluated to assess their effectiveness and alignment with strategic priorities. Evaluation records will be maintained to inform future program planning.
- 7.2. Evaluation methods may include attendance and participation data, participation feedback, and alignment with strategic priorities.

8. Related Documents

- SDG Library's Accessibility Policy (Policy No. OP-02)
- SDG Library's Code of Conduct Policy (Policy No. OP-04)
- SDG Library's Donations, Sponsorships, and Fundraising Policy (Policy No. OP-08)
- SDG Library's Unattended Child Policy (Policy No. OP-19)



Program Policy Appendix A

Request for Reconsideration of a Library Program

First Name(s) Last Name

Address

Town/City Postal Code

Telephone: Home Cell

Email

I Represent: Myself Group/Organization: _____

Program Information

Name of Program: _____

Date of Program: _____

Branch: _____

Program Audience: Children Teen Adult

I have reviewed the SDG Library's Program Policy:

- Yes
- No



Program Policy Appendix A

I have attended/examined the program in its entirety:

- Yes
- No

If not, which part(s) have you attended/examined?

What do you find objectionable or unsuitable about the program?

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 613-936-8777

STAFF REPORT**S.R. No. 11-2026**

<u>PREPARED BY:</u>	Emily Andrews – Community Librarian Rebecca Luck – Director of Library Services
<u>PREPARED FOR:</u>	SDG Library Board
<u>LIBRARY BOARD DATE:</u>	May 21, 2026
<u>SUBJECT:</u>	SDG Reads

BACKGROUND:

1. SDG Reads is a “One Book, One Community” program that encourages all residents across SDG Counties to read the same title before coming together for an evening with the author. SDG Reads selects Canadian authors to highlight the diverse talent of our Country, while building a sense of community through the shared experience of reading.
2. In anticipation for the launch of the 2026 SDG Reads, a series of clues were posted through social media and within branches, encouraging patrons to guess this year’s featured author. All correct guesses were entered into a draw to win a free copy of the author’s novel, with the winner being announced on May 22nd.
3. The 2026 SDG Reads event will feature author Shari Lapena and her most recent work: *She Didn’t See It Coming* and *Getting Away with Murder* along with her debut novel, *The Couple Next Door*. Shari is the #1 internationally bestselling author of nine (9) suspense novels. A former lawyer and English teacher, Shari now writes full time from a farm in Ontario. Her first thriller, *The Couple Next Door*, was a runaway global bestseller, selling 4 million copies worldwide. All of Shari’s novels have been *New York Times*, *UK Sunday Times*, and *Globe and Mail* bestsellers. Four (4) of her books have been Richard & Judy Book Club Picks. Her books have sold into forty (40) territories around the world and have been optioned for film and TV.
4. Residents of SDG Counties will be invited to attend the event at the North Stormont Place on Monday, October 5, 2026. A special VIP experience will be held for those wishing to have one-on-one time with the author. The main event will follow, in which Shari will speak about her novels, answer questions from the audience and provide a book-signing opportunity. The event will culminate with a silent auction, with proceeds going towards the SDG Library.

ANALYSIS:

5. The SDG Library has added the following physical and digital material to its collection, giving patrons an opportunity to read the featured titles before the culminating event:
 - 5 circulating copies of *The Couple Next Door* (4 regular copies and 1 large print);
 - 5 circulating copies of *She Didn’t See It Coming* (3 regular copies and 2 large print);
 - 15 circulating regular print copies of *Getting Away With Murder* (to be released July 28th);
 - Audiobook and eAudiobook copies of *The Couple Next Door*, *She Didn’t See It Coming*, and *Getting Away With Murder*;
 - 2 book club kits (comprised of 12 copies of *The Couple Next Door* and 12 copies of *She Didn’t See It Coming*);



6. Serving as a fundraiser for the event, books will be available for purchase at all SDG Library branches.

IMPACT ON 2026 BUDGET:

7. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Conduct Community Outreach

STAFF REPORT**S.R. No. 12-2026**

PREPARED BY: Emily Andrews – Community Librarian

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: May 21, 2026

SUBJECT: Community Outreach and Mobile Services – Upcoming Events

BACKGROUND:

1. Community outreach remains a key part of how SDG Library connects with communities across our rural service area. This includes attending a wide range of community events, bringing SDG Library services and resources directly into public spaces outside of our branches. These opportunities allow us to connect with new audiences, increase visibility, and engage with residents who may not otherwise visit the library, while strengthening our presence across SDG Counties.
2. To date, SDG Library has attended the following outreach events:
 - a. St Finnans Catholic School Family Literacy Day, Alexandria: Alexandria LSA (Iris) attended and read to 55 students as part of their Family Literacy Day celebration (January 21).
 - b. South Stormont Business Expo, Long Sault: SDG Library attended alongside other South Stormont business. Spoke with 90 community members (February 20).
 - c. Regional Employment Expo, Benson Centre, Cornwall: held at the Benson Centre, this event was geared towards job seekers. A total of 202 people visited the SDG Library booth (April 13).
 - d. Maxville Public School Welcome to Kindergarten Event: Maxville LSA (Terry) attended as part of an open house to speak with families registering for the 2026/2027 school year. Approximately 20 families were in attendance (April 23).
 - e. Teen Wellness Fair, Iroquois: held at Seaway District High School, this event was geared towards teens. The prize wheel was a big hit and staff engaged with 206 students (May 7).
3. SDG Library has confirmed our attendance at the following events:
 - a. Williamstown Public School Welcome to Kindergarten Event, Williamstown; May 15
 - b. St Mary's Catholic School Welcome to Kindergarten Event, Chesterville; May 24
 - c. St Finnans Catholic School Welcome to Kindergarten Event, Alexandria; May 28
 - d. Art On the Waterfront, Chesterville; June 6
 - e. Maxville Fair; June 27
 - f. It's All About the River, Morrisburg; July 11
 - g. Chrysler Community Fun Fair; July 12
4. The following events are anticipated, yet to be confirmed:
 - a. TD Summer Reading Club School Visits and Community Storywalks
 - b. SDG Counties Mayoral Challenge
 - c. Chesterville Fair
 - d. Meet Me on Main events across SDG Counties

- e. Williamsburg Harvestfest
 - f. Truth and Reconciliation Morewood
 - g. North Glengarry Touch a Truck
 - h. Dundas Wellness Fair
 - i. CP Holiday Train, Finch
 - j. Lancaster Tree Lighting
5. This list is not exhaustive, and additional events may be added as the year progresses.

IMPACT ON 2026 BUDGET:

6. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Conduct Community Outreach



STAFF REPORT

S.R. No. 13-2026

PREPARED BY: Rebecca Luck – Director of Library Services
PREPARED FOR: SDG Library Board
LIBRARY BOARD DATE: May 21, 2026
SUBJECT: North Grenville Public Library – Reciprocal Borrowing

BACKGROUND:

1. As of April 1, 2025, residents of Stormont, Dundas and Glengarry have the ability to borrow physical resources (with the exception of museum passes and WiFi hotspots), and register/attend programs hosted by the North Grenville Public Library. Conversely, the residents of North Grenville will have the ability to borrow physical resources (with the exception of museum passes and WiFi hotspots), and register/attend programs hosted by the SDG Library.
2. This agreement was originally formalized as a one-year pilot program, set to expire March 30, 2026.
3. At the October 23, 2025 Library Board meeting, a six-month statistical summary was presented to the Board outlining the number of new members and program participants from North Grenville. Board members expressed general satisfaction with the existing agreement.

ANALYSIS:

4. A new agreement has been signed that maintains all original clauses, with the exception of an amendment to the “*Termination of Memorandum of Understanding*” section, under which the MOU may be terminated:
 - a. If either Party provides the other with ninety (90) days written notice of the intention to terminate the MOU; or
 - b. In the event of a breach of the MOU, providing that the Party in breach has not remedied the breach within sixty (60) days of receipt of written notice of the breach.
5. This new agreement transitions the pilot agreement, into that of a permanent agreement with no set termination date.

IMPACT ON 2026 BUDGET:

6. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Growing our Physical and Digital Infrastructure

Memorandum of Understanding

between:

North Grenville Public Library

(the “NGPL”)

and

Stormont, Dundas and Glengarry Library

(the “SDG Library”)

April 1, 2026

The following Memorandum of Understanding (MOU) will constitute an operating agreement between the NGPL and the SDG Library (collectively referred to as the “Parties” or individually as the “Party”) for the provision of services for the mutual benefit of the Parties’ members (the “Services”). This MOU shall replace any previous agreements related to the Services, either verbally or in writing.

Services

1. This MOU shall commence on April 1, 2026 and shall continue until terminated in accordance with the terms of this agreement.
2. Services shall only be available to residents of North Grenville, Stormont, Dundas, and Glengarry townships (the Residents).
3. Residents who wish to obtain Membership to access either Party’s services, must follow that Party’s relevant policies regarding registration including but not limited to, providing proof of address.
4. Residents who wish to obtain Membership to access either Party’s services, must physically present themselves to the appropriate Party’s location to obtain Membership. For further clarity, online registration is not available for North Grenville Residents to obtain SDG Library Membership and vice versa.
5. The Parties shall permit the Residents to obtain a free Membership to each organization.

- a. The NGPL shall provide the SDG Library Residents with a NGPL card for NGPL Membership.
 - b. The SDG Library shall use North Grenville Residents' NGPL card for SDG Library Membership.
6. Membership shall entitle the cardholder to the following:
- a. Ability to borrow physical resources (e.g., books), with the exception of museum passes and WiFi hotspots, provided by the Party.
 - i. This does not include use of the InterLibrary Loan (ILL) service.
 - b. Ability to register for and attend programs provided by the Party.
7. Members shall not be able to borrow or make use of the either Party's electronic resources including, but not limited to, eBooks and Kanopy eresource.
8. The Parties may also, upon mutual agreement, provide collaborative or joint programming, based on space and resource availability.
9. Additional services can be negotiated at any point before or during the MOU period.

Fees

10. The NGPL and the SDG Library agree to waive the following fees associated with the provision of the Services outlined in this Agreement:
- a. Non-resident fees
11. Any fees charged shall be billed directly to the cardholder. Neither Party shall be responsible for the payment of any cardholder fees (e.g., lost or damaged item fees).
12. Each Party is entitled to follow their organization's policies in regards to the recovery of outstanding fees from clients (e.g., suspension of cardholder privileges, payment recovery services, etc.).

NGPL Responsibilities

13. Upon request, the NGPL shall provide representatives of the SDG Library with information related to
- a. The number of Memberships from SDG Library Residents
 - b. Circulation statistics of Memberships from SDG Library Residents

- i. Circulation statistics shall not include borrowing behaviours or history for any Membership.
 - c. Anecdotal information from SDG Library Residents related to the Services.
14. The NGPL shall be responsible for creating and disseminating all promotional items relating to Services provided by the NGPL.
15. The NGPL shall communicate with the SDG Library via email in a timely manner should any issues or concerns arise in the provision of the Services.
16. In addition to the Services, the NGPL shall also provide the SDG Library with copies of their logo for use in promotional materials. The NGPL is, and shall remain, exclusive owner of the NGPL logo. The NGPL hereby grants the SDG Library a limited, revocable, non-transferable, non-sublicensable license to use, display, reproduce, and transmit the logo to the extent incorporated in, combined with, or otherwise necessary for the use and promotion of the Services.
17. The NGPL shall cooperate with the SDG Library in all matters relating to the Services.

SDG Library Responsibilities

18. Upon request, the SDG Library shall provide representatives of the NGPL with information related to
 - a. The number of Memberships from NGPL Residents
 - b. Circulation statistics of Memberships from NGPL Residents
 - i. Circulation statistics shall not include borrowing behaviours or history for any Membership.
 - c. Anecdotal information from NGPL Residents related to the Services.
19. The SDG Library shall be responsible for creating and disseminating all promotional items relating to Services provided by the SDG Library.
20. The SDG Library is responsible for informing the NGPL via email in a timely manner should any issues or concerns arise in the provision of the Services.
21. In addition to the Services, the SDG Library shall also provide the NGPL with copies of their logo for use in promotional materials. The SDG Library is, and shall remain, exclusive owner of the SDG Library logo. The SDG Library hereby grants the NGPL a

limited, revocable, non-transferable, non-sublicensable license to use, display, reproduce, and transmit the logo to the extent incorporated in, combined with, or otherwise necessary for the use and promotion of the Services.

Limitation of Liability

22. The SDG Library shall not be responsible for any loss or damage to NGPL property used by SDG Library Residents, including but not limited to collection items.
23. The NGPL shall not be responsible for any loss or damage to SDG Library property used by NGPL Residents, including but not limited to collection items.

Termination of Memorandum of Understanding

24. This MOU may be terminated:
 - a. If either Party provides the other with ninety (90) days written notice of the intent to terminate this MOU; or
 - b. In the event of a breach of this MOU, providing that the Party in breach has not remedied the breach within sixty (60) days of receipt of writing notice of the breach.

Interpretation

25. This MOU shall be held to be separate to any existing MOUs and agreements in place with either Party. For further clarity, the Parties are entitled to enter into additional MOUs or agreements with each other or other organizations; however, said MOUs and agreements shall not be included in or impacted by this MOU.
26. If any covenant or provision of this MOU is determined to be invalid, void, or unenforceable, in whole or in part, it shall in no way affect the validity or enforceability of any other covenant or provision of this MOU, each of which is hereby declared to be a separate and distinct covenant, severable from each of the others for the purposes of this MOU.

[SIGNATURE PAGE FOLLOWS]



The terms of this Agreement are hereby accepted by:

Emily Farrell

Emily Farrell, CEO
On behalf of the North Grenville Public Library

Apr. 7, 2026

Date

Rebecca Luck

Rebecca Luck (Apr 20, 2026 09:03:44 EDT)

Rebecca Luck, CEO
On behalf of the SDG Library
I have authority to bind the organization

20/04/26

Date

STAFF REPORT**S.R. No. 14-2026**

<u>PREPARED BY:</u>	Rebecca Luck – Director of Library Services
<u>PREPARED FOR:</u>	SDG Library Board
<u>LIBRARY BOARD DATE:</u>	May 21, 2026
<u>SUBJECT:</u>	2026 Operational Plan – Q1 Update

BACKGROUND:

1. This report provides a quarterly update on the key activities, timelines, and priorities outlined in the 2026 Operational Plan. The plan translates the Board's Strategic Directions into actionable initiatives that guide staff work while being organized around the SDG Library's three (3) strategic goals.

ANALYSIS:

2. Work on the 2026 Operational Plan is progressing steadily across all three strategic goals, with several initiatives already completed and the majority of projects remaining on schedule. Early-year efforts have focused on strengthening organizational consistency, improving community responsiveness, and advancing infrastructure planning.
 - a. Under *Goal 1: Growing our Physical and Digital Infrastructure*, significant progress has been made in collection management and facility planning. The updated Collection Development Policy has been finalized and is now guiding ongoing weeding and collection maintenance activities, in preparation for the Collection Development and Management Plan. Preparatory work for branch improvements is also underway, including renovations at the South Mountain Branch and the completion of the community survey component of the Chrysler Branch Feasibility Study. In addition, the review of branch opening hours has been completed, resulting in revised schedules at Finch, Chrysler, Maxville, and Williamstown to better align with community needs and operational consistency.
 - b. Progress under *Goal 2: Conduct Community Outreach* reflects continued efforts to strengthen public awareness and engagement. Community profiles and the 2026 Community Plan are currently being developed to better align services with demographic and community trends. Marketing initiatives have contributed to increased MakerLab usage in comparison to 2025, although digital service usage has seen a slight decline in the first quarter. Membership growth remains an ongoing focus, with staff continuing outreach efforts despite operational impacts caused by the temporary closure of the Williamstown Branch. The community engagement survey supporting the Strategic Plan process has also launched successfully, with results expected to inform future planning and service priorities.
 - c. Under *Goal 3: Strengthen our Organization*, organizational development initiatives continue to advance. The Branch Manual redevelopment is approximately 75% complete, with revised sections currently under review to support a more consistent service model across branches. Staff engagement initiatives have also progressed,

including the successful redevelopment and regular publication of the staff newsletter. Quarterly performance reviews and succession planning activities are ongoing and remain on track for completion throughout the year.

3. Overall satisfaction with the current pace of implementation. Most operational priorities remain on schedule, with completed initiatives already contributing to improved service consistency, organizational planning, and community responsiveness.

IMPACT ON 2026 BUDGET:

4. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Growing our Physical and Digital Infrastructure

Goal 2: Conduct Community Outreach

Goal 3: Strengthen our Organization

SDG LIBRARY - Operational Planning 2026

Q1 Update

	Strategic Direction	Activity	Team Lead	Team Support	Outcome	Completion Date	Priority Level	Progress
Goal 1: Growing our Physical and Digital Infrastructure	Print Collection	Develop a Collection Development and Management Plan	Director	Information Services Coordinator	<ul style="list-style-type: none"> - establish an annual print collection using circulation data - create a rotation plan for print material between branches - create a weeding schedule 	Q2 Q3	MEDIUM	<ul style="list-style-type: none"> - Collection Development Policy recently updated and will be used - deselection section complete - 2026 weeding schedule complete and on-track
	Community Hub	Develop Community Profiles	Director	Community Librarian	<ul style="list-style-type: none"> - build a comprehensive picture of the community, including demographics, socioeconomic factors, languages, education levels and connectivity - ensure library services align with community realities, priorities and emerging trends - identify potential community partners, including schools, non-profits, social services, and cultural organizations 	Q2 Q3	MEDIUM	<p>Ongoing</p> <ul style="list-style-type: none"> - community profiles are underway - Community Plan 2026 being drafted
	Facility Improvements	Improving Physical Spaces and Service Visibility	Director	Director District Supervisors	<ul style="list-style-type: none"> - complete South Mountain branch renovations (carpet, paint, shelves) - complete Feasibility Study of the Chrysler branch expansion project - complete bin wrapping at express depots 	Q4	MEDIUM	<p>Ongoing</p> <ul style="list-style-type: none"> - renovations complete at WT branch - SM renovations to begin in May; contractors have been scheduled - Chrysler Feasibility Study survey completed with results aggregated - bin wrapping to begin in the summer
	Accessibility	Review of Opening of Hours	Director	Director Community Librarian District Supervisors	<ul style="list-style-type: none"> - ensure opening hours align with community needs - ensure consistency across the system - coordinate hours with community partners 	Q1	HIGH	<p>Complete</p> <ul style="list-style-type: none"> - Revised hours for Finch, Chrysler, Maxville, Williamstown

SDG LIBRARY - Operational Planning 2026

Q1 Update

	Strategic Direction	Activity	Team Lead	Team Support	Outcome	Completion Date	Priority Level	Progress
Goal 2: Conduct Community Outreach	Messaging	Enhance Marketing Strategies	Director	Communications and Marketing Coordinator Information Services Coordinator District Supervisors	- increase awareness of the full range of library services and materials - encourage greater use of underutilized services - an overall 10% growth across digital services usage - an overall 10% growth in MakerLab appointments	Q4	MEDIUM	Ongoing - A net increase in MakerLab appointments - Q1 2026 MakerLab appointment: 15 (Q1 2025 MakerLab appointments: 4) - A net decrease in digital service usage - Q1 2026 digital service usage: 21,378 (Q1 2025 digital service usage: 21,635)
	Outreach	Strengthen Community Participation	Director	All Staff	- a 10% increase in membership	Q4	MEDIUM	Ongoing - Q1 2026 registrations: 467 (Q1 2025 registrations: 523) - goal of 2570 new registrations in 2026 - WT branch was closed for over a month
	Community Engagement	Expand Community Engagement	Director	Community Librarian Communications and Marketing Coordinator	- measure awareness and satisfaction with library services, collections, programs and spaces - identify reasons for non-use, helping the library reach people not currently using the library - inform strategic and service planning with community-driven evidence	Q2	HIGH	Ongoing - 50% complete - Community survey for Strategic Plan launched - Results to be compiled by June
Goal 3: Strengthen our Organization	Organizational Review and Improvements	Redevelop the Branch Manual	Director	Community Librarian Information Services Coordinator	- ensure a consistent service delivery model across all branches - clarify and update standard procedures and expectations, reflecting current policies	Q1 Q2	HIGH	75% Complete - All sections redeveloped; currently under review
	Great Place to Work	Strengthen Staff Engagement	Director	Communications and Marketing Coordinator	- redevelop the Staff Newsletter	Q1	LOW	Complete - Staff newsletter has been redeveloped; new editions released in Feb, Apr, Jun, Aug, Oct and Dec.
	Monitoring and Feedback	Conduct Quarterly Performance Reviews	Director	All Supervisory Staff	- provide regular feedback to staff, ensuring quarterly reviews are completed and goals are being met	Q1, Q2, Q3, and Q4	LOW	Ongoing - 25% complete
	Professional Development and Succession	Board Transition and Succession Planning	Director	Director	- develop a Board legacy document, preserving continuity and institutional memory	Q4	LOW	Ongoing - 25% complete

STAFF REPORT**S.R. No. 15-2026**

<u>PREPARED BY:</u>	Rebecca Luck – Director of Library Services
<u>PREPARED FOR:</u>	SDG Library Board
<u>LIBRARY BOARD DATE:</u>	May 21, 2026
<u>SUBJECT:</u>	Crysler Feasibility Study – 60% Drawings

BACKGROUND:

1. Based on the feedback received from the community survey, architectural consultant, Alex Warwick Architect, has revised the floor plan. The revised floor plan maintains special consideration for natural light, accessibility, comfortable seating, modern technology, and dedicated spaces (children’s area, makerspace, program/event room, technology lab, and outdoor space).

ANALYSIS:

2. Changes made since the last iteration include:
 - a. Combined storage and utility/janitor room to try to conserve space. Noting this is subject to M&E review during main project scope for any new equipment.
 - b. Included the dedicated Children’s Area tucked away from any entrance/exit with a lot of wall space for shelving & TV/screens.
 - c. Removed one (1) washroom and reduced the occupant load to 50 people maximum.
 - d. Sight lines from the circulation desk was considered throughout by moving the desk further south, including more screens for all enclosed public rooms, and the addition of a door at the staff area/exit door.
 - e. Increased the programing/meeting room to include 16 seats. We have 2 options shown in the attached:

Option 1: maximizing the programming room and incorporating a boardroom style seating arrangement for 16 people. This option will provide most flexibility for the space as the tables can be separated into stations. Frosted glass has been indicated for these screens as an option.

Option 2: reducing the programming room to only 4 tables with 4 seats each. A small desk for people on the library side has been added seating/study space. This could also be replaced with more shelving depending on needs. This option was inspired by the Cornwall library programming room in the children’s section. Clear screens with blinds have been indicated for this option.
 - f. Frosted glass has been indicated for the screen in the maker space. That said, for security purposes, clear screens may be more desirable to allow branch staff full view of the maker space.
3. Items previously discussed that cannot be implemented due to Building Code concerns:
 - a. The outdoor chapter was maintained to the end of the library as originally designed, as the area south of the facility does not belong to the Township and the exit to the library and community centre cannot be blocked.



- b. Windows along the southern wall cannot be added as the glazing would need protection (such as fire shutter). If this is still desired down the road, the option of double pane Georgian wire glass can be explored.
- 4. Next Steps include:
 - a. SDG Library is to prepare a topographic survey. This will aid the consultant in preparing the parking plan and verifying some of the missing information required to determine code requirements (ex. spatial separation).
 - b. SDG Library is consulting with SDG Counties Planning department to ascertain the parking requirements of the community centre. Upon initial investigation of the community center, the zoning by-law requires one (1) parking space for every 10m² for arena/halls. Based on the zoning by-law, the community center should have 56 parking spots. SDG Counties Planning department cannot confirm, at this time, how many parking spots currently exist. From discussions with North Stormont’s Director of Parks, Recreation and Facilities, the available parking for the subject properties is shared between the east parking lot and the available parking located behind the fire hall.
 - c. Based on feedback received from members of the Library Board, comments will be resubmitted to the architectural consultant by the end of May.

IMPACT ON 2026 BUDGET:

- 5. 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) (CBC 3.1.3.1)		
AREA	OCCUPANT LOAD VALUE (PER PERSON) (CBC TABLE 3.1.1.1)	CALCULATED OCCUPANT LOAD (2)	WIDTH (3)	FACTOR (4)	CAPACITY (5)	
LIBRARY - OPEN SPACE	133m ²	DESIGN LOAD 9	600 + 2 (DOORS)	6.1	278 (MAX. SE CAPACITY DUE TO WATER CLOSET COUNT)	
LIBRARY - CHILDREN'S AREA	21m ²	DESIGN LOAD 9				
STAFF KITCHENETTE	4m ²	DESIGN LOAD 1				
MAKER SPACE	20m ²	DESIGN LOAD 3				
MEETING/PROGRAMMING	31m ²	DESIGN LOAD 16				
COMPUTER STATION	4m ²	DESIGN LOAD 3				
UTILITY/JANITOR STORAGE	9m ²	0 (2)				
OUTDOOR PATIO	44m ²	DESIGN LOAD (3)				
TOTAL		DESIGN LOAD (3)			50 MAX	

NOTES:
 1) DESIGN LOAD PROPOSED BASED ON EXPECTED USE OF THE SPACE. DESIGN OCCUPANT LOAD TO BE POSTED IN A CONSPICUOUS LOCATION (CBC 3.1.17.1.2)
 2) NON-COMB. SERVICE ROOMS, LOCKER ROOMS AND COMMUNICATION SPACES ARE CONSIDERED NON-SMALL INDUSTRY 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 60 PERSON OCCUPANT LOAD REQUIRED DUE TO ROOM BEING SERVED BY A SINGLE EGRESS DOOR (CBC 3.1.1.5). DESIGN OCCUPANT LOAD IS REQUIRED TO BE POSTED IN A CONSPICUOUS LOCATION (CBC 3.1.17.1.2)

PLUMBING FIXTURE COUNT

LIBRARY	OCCUPANT LOAD OF EACH SEX		PLUMBING FIXTURES REQUIRED (CBC 3.2.7.4.3.4)		PLUMBING FIXTURES PROVIDED		
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	UNIVERSAL
	25	25	1	1	1(1)		1 (EXISTING TO REMAIN)

OBC STATISTICS

GROUP A, DIVISION 2, UP TO 2 STOREYS (CBC 3.2.2.2.5)
 NUMBER OF STOREYS: 2
 NUMBER OF STOREYS: 1 (LIBRARY HEIGHT TO MATCH EXISTING)

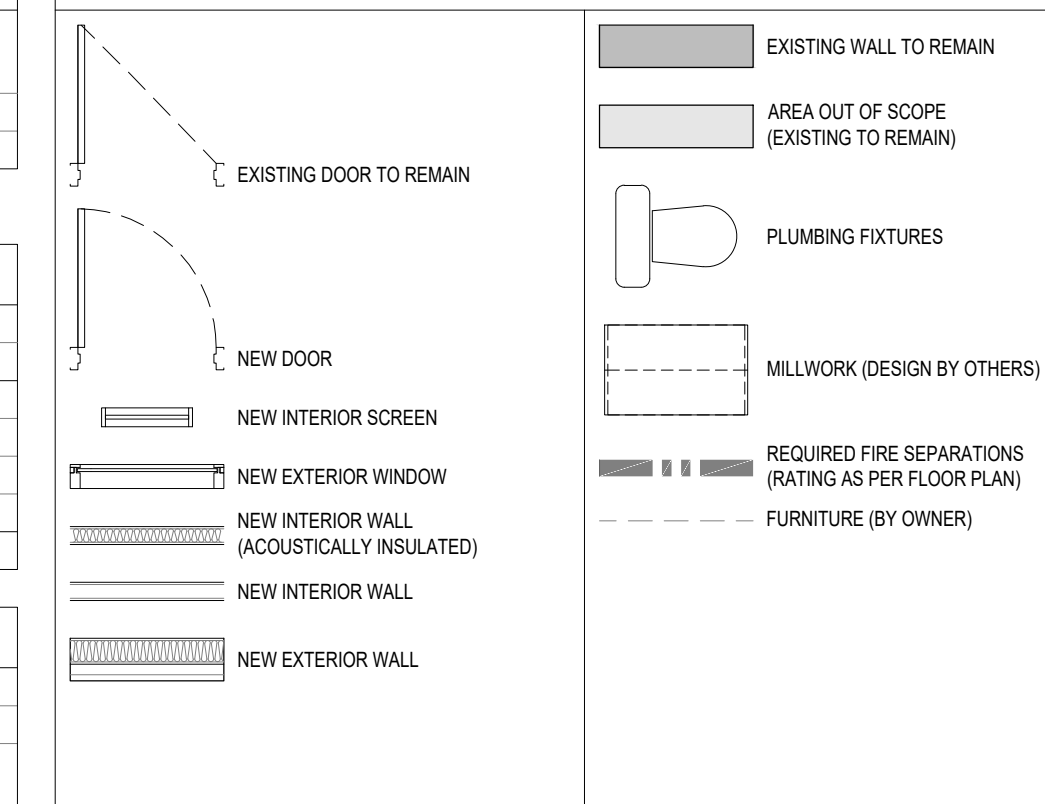
GROSS FLOOR AREA (GFA)

LIBRARY EXISTING:	±106m ² (±1,142ft ²)
LIBRARY ADDITION:	155m ² (1,663ft ²)
TOTAL LIBRARY:	261m² (2,805ft²)
OUTDOOR AREA:	44m ² (479ft ²)
COMMUNITY CENTRE EXISTING:	±788m ² (±8,480ft ²)
TOTAL BUILDING GFA:	±1,049m² (±11,288ft²)

PARKING REQUIREMENTS

BY-LAW REQUIRED: PUBLIC BUILDING: 1 SPACE PER 20m² 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

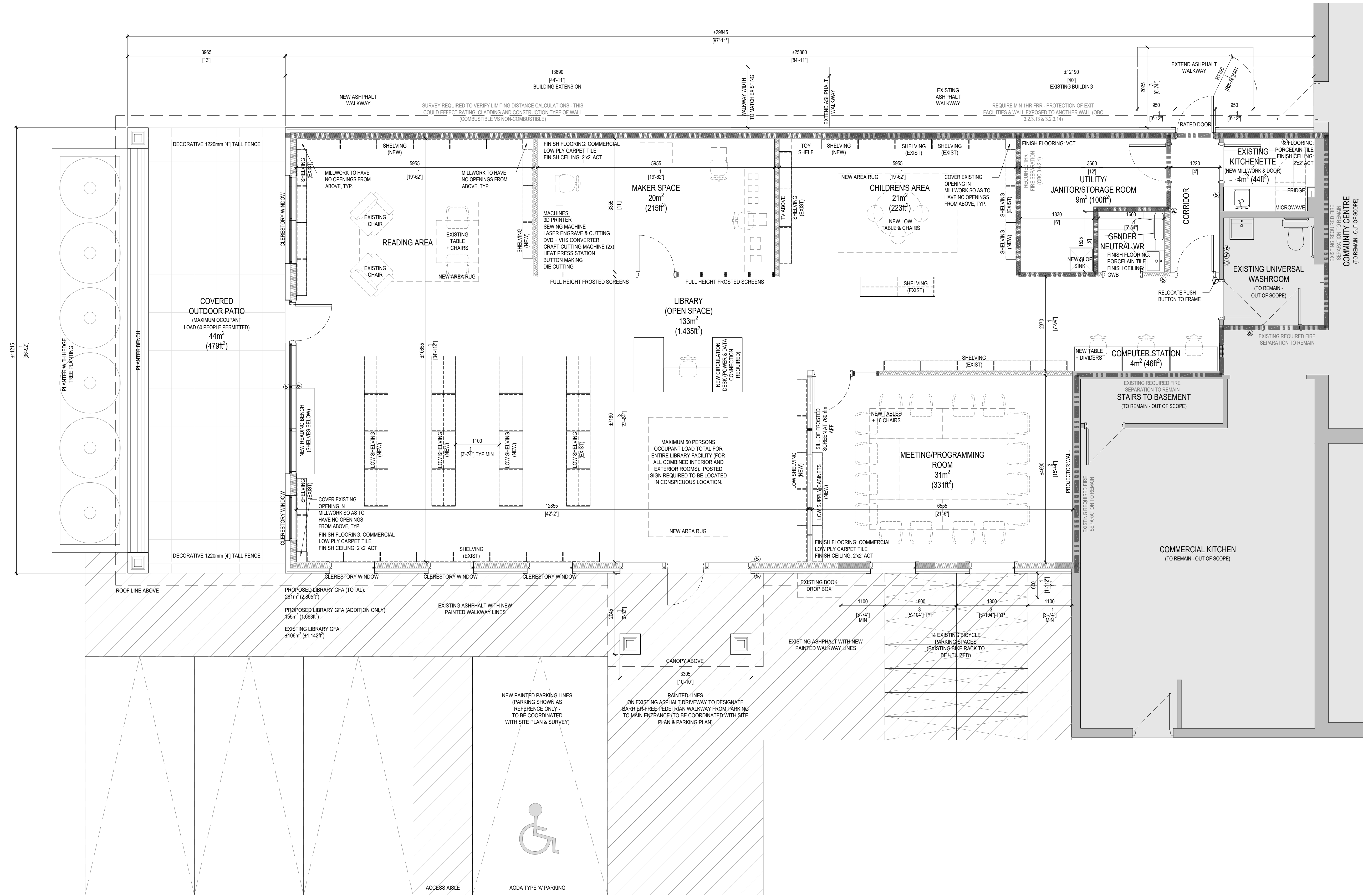


CRYSLER BRANCH
 16 THIRD STREET, CRYSLER, ONTARIO, N0A 1R0
 PROJECT NO. 2529

PROPOSED FLOOR PLAN OPTION 1

DRAFT

A101
 1:50
 April 30, 2026



OCCUPANT LOAD CALCULATIONS

LIBRARY OCCUPANT LOAD CALCULATIONS				EXIT CAPACITY CALCULATIONS (IN PERSONS) (OBC 3.3.3)		
AREA	OCCUPANT LOAD VALUE (PER PERSON) (OBC TABLE 3.1.1.1)	CALCULATED OCCUPANT LOAD (2)	WIDTH	FACTOR	CAPACITY	
LIBRARY - OPEN SPACE	135m ²	DESIGN LOAD 9	800 + 2 (DOORS)	6.1	278 (MAX. SE CAPACITY DUE TO WATER CLOSET COUNT)	
LIBRARY - CHILDREN'S AREA	21m ²	DESIGN LOAD 9				
STAFF KITCHENETTE	4m ²	DESIGN LOAD 1				
MAKER SPACE	20m ²	DESIGN LOAD 3				
MEETING/PROGRAMMING ROOM	29m ²	DESIGN LOAD 16				
COMPUTER STATION	4m ²	DESIGN LOAD 3				
UTILITY/JANITOR STORAGE	9m ²	0 (2)				
OUTDOOR PATIO	44m ²	DESIGN LOAD (3)				
TOTAL	DESIGN LOAD (1)	50 MAX				

NOTES:
 1) DESIGN LOAD PROPOSED BASED ON EXPECTED USE OF THE SPACE. DESIGN OCCUPANT LOAD TO BE POSTED IN A CONSPICUOUS LOCATION (OBC 3.1.7.1.2).
 2) WORKROOM, SERVICE ROOMS, LOCKER ROOMS AND COMMUNICATION SPACES ARE CONSIDERED NON-SMALL DANGEROUS 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 60 PERSON OCCUPANT LOAD REQUIRED DUE TO ROOM BEING SERVED BY A SINGLE EGRESS DOOR (OBC 3.3.1.5). DESIGN OCCUPANT LOAD IS REQUIRED TO BE POSTED IN A CONSPICUOUS LOCATION (OBC 3.1.7.1.2).

PLUMBING FIXTURE COUNT

LIBRARY	OCCUPANT LOAD OF EACH SEX		PLUMBING FIXTURES REQUIRED (OBC 3.2.7.4.3.4)		PLUMBING FIXTURES PROVIDED		
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	UNIVERSAL
LIBRARY	25	25	1	1	1(1)		1 (EXISTING TO REMAIN)

NOTES:
 1) WHERE ONE WATER CLOSET IS REQUIRED FOR MALES AND ONE FOR FEMALES, A UNIVERSAL WASHROOM AND A GENDER NEUTRAL WASHROOM MAY BE PROVIDED IN LIEU OF THE WATER CLOSETS (OBC 3.2.7.4.2 (B)).

OBC STATISTICS

GROUP A, DIVISION 2, UP TO 2 STOREYS (OBC 3.2.2.25)
 NUMBER OF STOREYS: 2
 NUMBER OF STOREYS: 1 (LIBRARY HEIGHT TO MATCH EXISTING)

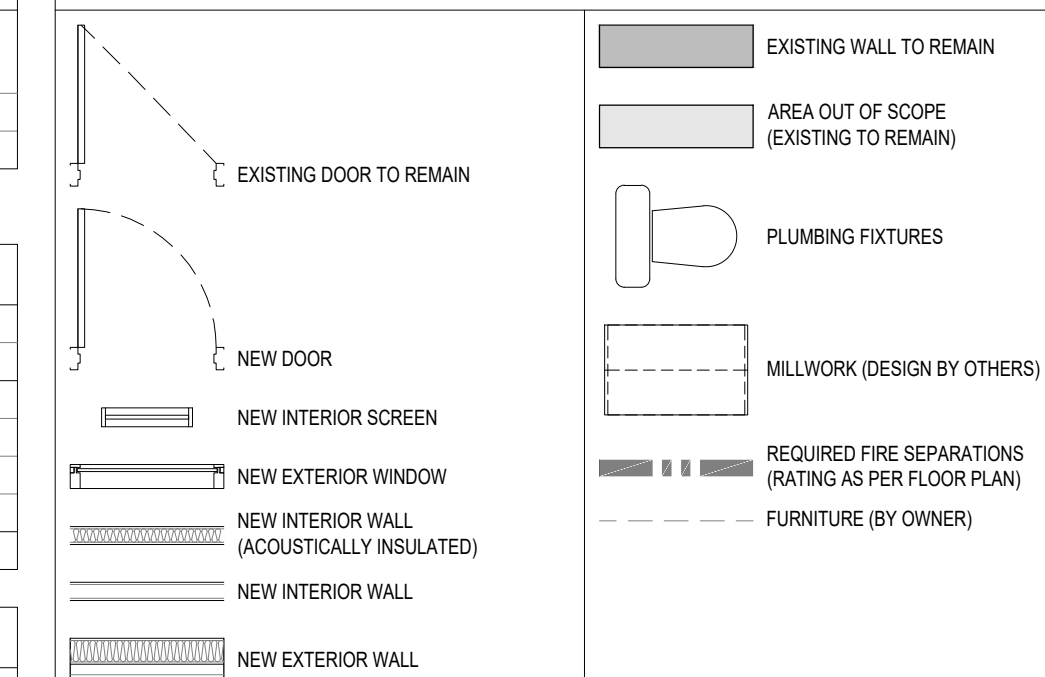
GROSS FLOOR AREA (GFA)

LIBRARY EXISTING:	±106m ² (±1,142ft ²)
LIBRARY ADDITION:	155m ² (1,663ft ²)
TOTAL LIBRARY:	261m² (2,805ft²)
OUTDOOR AREA:	44m ² (479ft ²)
COMMUNITY CENTRE EXISTING:	±788m ² (±8,480ft ²)
TOTAL BUILDING GFA:	±1,049m² (±11,289ft²)

PARKING REQUIREMENTS

BY-LAW REQUIRED: PUBLIC BUILDING: 1 SPACE PER 20m² 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



ALEX WARWICK ARCHITECT
 Alex Warwick
 alex@warwickdesignstudio.com
 (416) 697-3008
 2118 Valley St. Moose Creek, ON

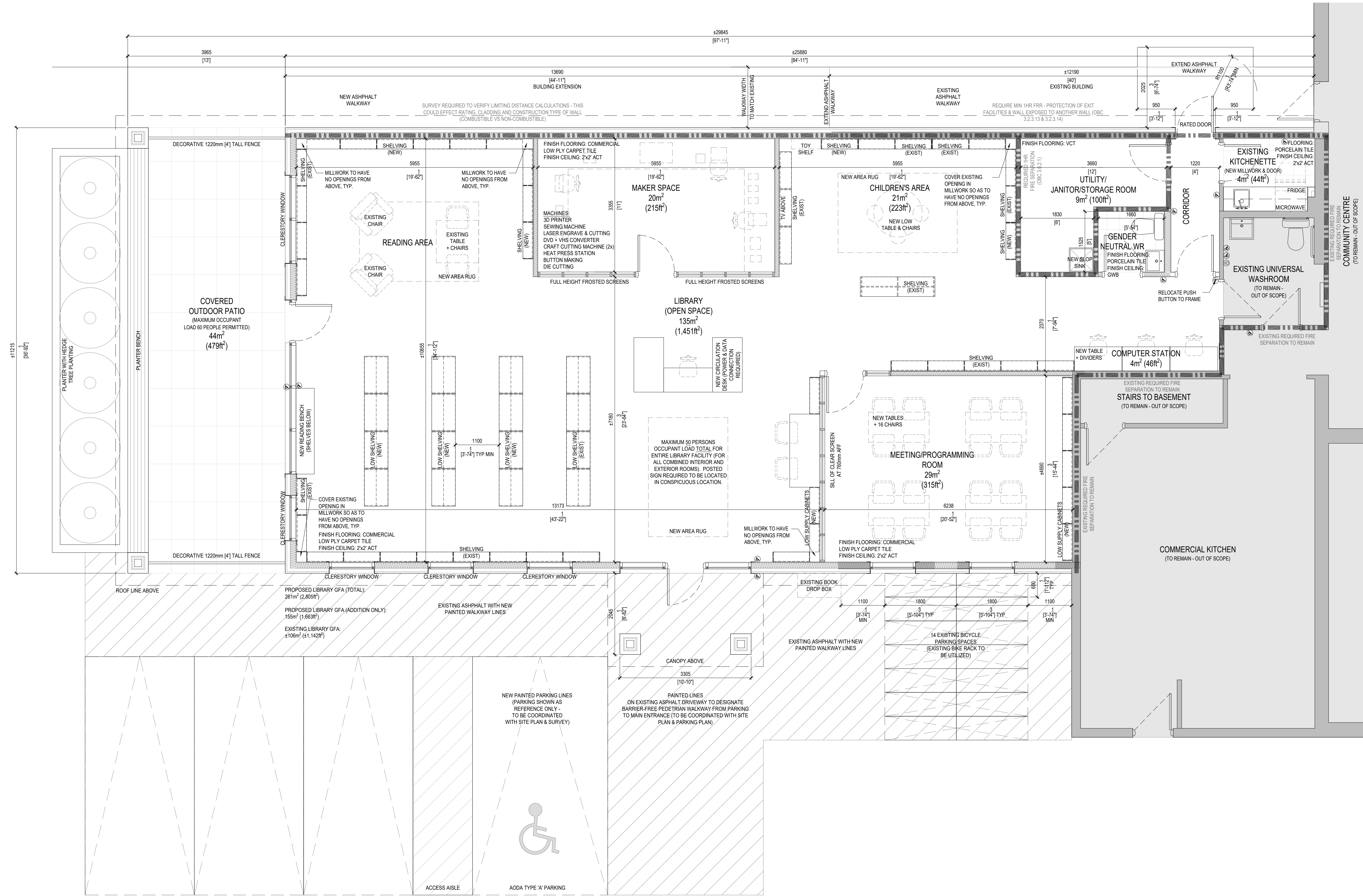
Bibliothèque de SDG Library

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

PROPOSED FLOOR PLAN OPTION 2

DRAFT

A101
 1:50
 April 30, 2026





STAFF REPORT

S.R. No. 16-2026

PREPARED BY: Rebecca Luck – Director of Library Services
PREPARED FOR: SDG Library Board
LIBRARY BOARD DATE: May 21, 2026
SUBJECT: Performance Review of the Director of Library Services

BACKGROUND:

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

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

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

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

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

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

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

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

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

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

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

ANALYSIS:

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

IMPACT ON 2026 BUDGET:

5. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 3: Strengthen our Organization

STAFF REPORT**S.R. No. 17-2026**

<u>PREPARED BY:</u>	Rebecca Luck – Director of Library Services
<u>PREPARED FOR:</u>	SDG Library Board
<u>LIBRARY BOARD DATE:</u>	May 21, 2026
<u>SUBJECT:</u>	Board Legacy Document

BACKGROUND:1. *Existing Relationships/Partnerships and Advocacy Efforts*

A preliminary list of existing relationships, partnerships and advocacy efforts have been listed below, to be included in the Board's Legacy document:

- UCDSB-PIC – parent resource collection
- All 6 local municipalities – host SDG Library branches, program promotion, branch maintenance, accessibility initiatives
- North Grenville Public Library – reciprocal borrowing of physical materials and select non-traditional collections, and program attendance
- Local schools and educators – class visits, welcome to kindergarten, TD SRC promotion
 - Glengarry District High School, Maxville Public School, Winchester Public School, St. Mary's Catholic School, Morrisburg Public School, St Mary-St Cecillia Catholic School, Iroquois Public School, Williamstown Public School, Ecole Elementaire Catholique Notre-Dame-du-Rosaire, Avonmore Public School
- Interlibrary Loan network – enables patrons to borrow materials from other Ontario public library systems
- The Nation Public Library – provided extended service to the residents of the Nation
- Long term care facilities – provide residents with material
 - Dundas Manor, J.W. MacIntosh Community Support Services, Dundas County Hospice, Woodland Villa, Chartwell Hartford Retirement Residence, Chateau Glengarry, The Palace Alexandria Long Term Care, The Palace Retirement Community, and Maxville Manor
- County Fairs & Special Events – participation in community events
- Glengarry Memorial Hospital – implemented a temporary digital access card membership for patients
- Naomi's Family Resource Centre – outreach services and reduced-barrier access card
- BGC Winchester, Williamstown, and Alexandria – run joint programming, participate in their outreach events, and welcome BGC camp groups to TD SRC programming
- Great River Ontario Health Unit – promotion of Health Care Connect in Library branches
- South Nation River Conservation – winter salting operations awareness campaign delivered in-branch, with materials provided
- Raisin River Conservation – participation in tree giveaway program
- EarlyON Alexandria, Morrisburg and Avonmore – joint early literacy programming
- Glengarry Encore – library themed programming developed for adult learners

- AccessOAP (upcoming in June)
- Friends Groups – Ingleside, Crysler, Williamsburg, South Mountain, Long Sault
- Toronto Theatre Collective – Ontario Culture Week programming delivered to Winchester and South Mountain branches
- SDG Jail –book club in SDG Jail, SDG Jail passes available to patrons
- Carefor – outreach services and MakerLab programming provided to day residents at Finch and Winchester locations
- Trillium Gift of Life – providing marketing materials for “beadonor” month (April)
- One Stop Talk – providing marketing materials for children’s mental health services
- 211 – providing community support organizations for social services
- There are a number of external organizations which SDG Library and the Board has as resources including AMPLO, ARUPLO, OLA, OLBA, OLS.

2. *Recommendations for the Next Library Board*

Over the course of the term, the SDG Library Board demonstrated a strong commitment to continuous improvement, effective governance, and strategic leadership. Annual self-evaluations consistently reflected a Board that understood its governance role, maintained a positive working relationship with Library administration, and remained focused on long-term organizational sustainability.

Several key themes emerged:

- Continued emphasis on strategic oversight rather than operational involvement;
- Strong engagement in policy review, planning, and fiscal stewardship;
- Recognition of the importance of informed participation and meeting preparedness;
- Ongoing refinement of Board evaluation tools and governance practices;
- Commitment to respectful discussion, collaboration, and evidence-based decision-making;
- Support for trustee learning and governance development.

Over time, the Board’s self-evaluations placed increasing emphasis on meeting preparedness, informed participation, and the effectiveness of Board discussions, reflecting an ongoing commitment to strengthening governance practices.

Overall, the self-evaluations reflected a culture of accountability, reflection, and continuous improvement, providing a strong governance foundation for future Boards.

ANALYSIS:

3. To supplement the Board’s Legacy Document, we are seeking feedback on:
 - a. Existing relationships/partnerships and advocacy efforts
 - b. Observations and recommendations for the next library board’s consideration. As prompts,
 - i. What governance practices most effectively supported strong strategic oversight, and what should be carried forward?
 - ii. Where did the Board function most effectively in its role, and where could future Boards improve?

- iii. How effective were Board meetings in supporting informed, strategic decision-making, and what would improve them?
- iv. How well prepared and engaged were Board members, and what would strengthen preparedness for future Boards?
- v. Where could communication or reporting be improved for clarity or usefulness?
 - i. What should future Boards continue doing from day one to support strong governance?
 - ii. What is one practice you would refine or discontinue for future Boards?
 - iii. What single recommendation would most improve governance effectiveness for the next Board?

IMPACT ON 2026 BUDGET:

- 4. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Conduct Community Outreach

Goal 3: Strengthen our Organization