SOUTH ALGONQUIN PUBLIC LIBRARY (SAPL)
REGULAR MEETING OF THE BOARD
January 16th 2024 Whitney Library
AGENDA

Land Acknowledgement:

Call to Order

1. **Approval of Agenda**
2. **Approval of Minutes: October 17th 2023**
3. **Report of the Chairperson:**
4. **Business Arising from the Minutes**
   - 4.1. **Little Free Libraries:** In Whitney, the library has been set up at the Lester Smith Building.
   - 4.2. **Water in Whitney:** The well is tested quarterly in Whitney.
   - **4.3. Ontario Park Passes:** Park passes have been received for 2024.
   - **4.4. Access Copyright:** Copyright Licensing has been renewed.
   - **4.5. Library Speakers Consortium:** Our micro website is now live.
   - **4.6. Volunteer engagement:** Ayla Overy
   - **4.7. Overdrive:** Ebook Subscription has been renewed.
5. **New Business:**

6. **Reports**
   - **6.1. Finance:**
   - **6.2. Librarian's Reports**
   - **6.3. Council Report**
7. **Governance**
   - 7.1. **Policy: Reference Services Policy (review), Public Internet & Technology Use Policy (review), Resource Sharing - InterLibrary Loan Policy (review)**
   - 7.2. **Strategic Planning/Strategic Doing:**
8. **Programming:**
   - **8.1. School visits:** Bi-weekly, 3 classes
   - **8.2. Daycare Visits:** bi-weekly
   - **8.3. Code Club Canada:** Continues bi-weekly
   - 8.4. **Indigenous Program:** Gary Pritchard of 4 Directions Conservation: December 10th , positive feedback, 10 attendees.
   - 8.5. **Brenda Missen:** Tuesday April 2nd, 7 pm.
   - 8.6. **Adam Shoalts:** early May
9. **Correspondence:**
10. **Any Other Business**
11. **In Camera / Out of Camera**
12. **Next meeting: February 20th 2024 7pm**
13. **Adjournment**

Township of South Algonquin Public Library
Minutes of the Meeting Held
October 17th 2023 @ 7:00 PM

Attendees: Vicki Forward, Elaine Hare, Rose Jessup, Sarah Ennor, and Councillor Laurie Siydock. **Staff:** Charlene Alexander **Regrets:** Cynthia Haskin, Jeff Bowman
Land Acknowledgement: Vicki Forward
Call to Order: 7:063pm

1. **Motion # 2023-34**

Moved by – Elaine Hare Seconded by – Rose Jessup /To approve the agenda/Carried

2. **Motion # 2023-35**

Moved by – Elaine Hare Seconded by – Rose Jessup /To approve the minutes of **September 19th 2023** / Carried

3. **Report of the Chair:** Did not need to speak to Bryan Martin regarding water issues in Whitney as they had been resolved.

4. Business Arising From the Minutes

4.1. **Little Free Libraries:** Have requested the little libraries be moved to the recreation halls for use during the winter.
4.2. **School Visits:** There are now four classes visiting, two each alternating on Wednesdays.
4.3. **Water Issues in Whitney:** The well was successfully fractured, and the water issue has resolved. Brick work still needs to be put back into place.
4.4. **Leasing Equipment:** The Township leases one big photocopier and all other equipment is purchased.

6.1 **Finance:** Would Cynthia receive mileage for working in Whitney as a regular schedule? No, she would not.
6.3 **Council Report:** The township is working on a Truth & Reconciliation program.

7.1 Policy:

Motion # 2023-36

Moved by – Sarah Ennor Seconded by – Rose Jessup /To approve the Device And Special Item Lending Agreement update / Carried

Patron Engagement:

Friendship campaign. For anyone that brings a friend to register for a library card, both names go into a ballot for a draw.
Business: Reach out to local businesses to promote our services.
Volunteer Engagement: Use volunteers for events.
Next Meeting November 21st 2023 @ 7:00 PM Whitney

Motion # 2023-37

Moved by – Elaine Hare Seconded by – Rose Jessup /To adjourn 8:44pm Carried

Township of South Algonquin Libraries Monthly Stats

January 2024

		December		December
Head Count		162		67
School visits		51		0
	total	213		
Circulation		554		35
Activity Kits (includes Park passes)		3		0
Device		2		0
Computer users		36		12
Inter Library Loans		15		0
New Members		0		0
Print/fax/copy		12		35
Reference/Reader's Advisory		37		5
Tech/media/software support		5		3
time spent on above requests		210		35
In Library Use		39		4
Program headcount		51		0
Over drive users			19	
Overdrive circulation			155	
non members users		0		5
Overdrive 2023 Users		15		8
Overdrive circulation		1269		181

Madawaska December people stats: Tuesday's -25 Thursday's - 34 Saturday's - 8

Whitney December people stats: Wednesday's - 89 Thursday's - 93 Saturday's - 31

TOWNSHIP OF
SOUTH
ALGONQUIN
PUBLIC LIBRARY

RESOURCE SHARING - INTER LIBRARY LOAN POLICY

---

1) When a Library member requires library material, which is not included in the Library's collection, the Library will make every effort to secure the requested material from another library.

2) Accurate records shall be kept by the Library staff of:

   a) Requests for materials made to other libraries

   b) Materials which have been received from other libraries

   c) The date on which such materials are due back at the holding library

   d) The date on which materials are returned to their holding library

3) The borrowing period for interlibrary loan materials is determined by the holding library.

4) All interlibrary loan materials must be returned to Township of South Algonquin Public Library and must not be returned to the holding library directly by the borrower.

5) Interlibrary loan materials will be subject to the same rules as regular Library materials. Such as overdue and lost or damaged materials. Money collected in compensation for lost or damaged interlibrary loan materials shall be forwarded to the holding library.

6) In the case where a holding library requires a fee for the loan of its material, the requesting Library member will be expected to cover this cost and will be informed of the possibility of a fee before the Library proceeds with the loan request.

7) Any member who shows repeated disregard for the rules concerning the borrowing of interlibrary loan materials might be denied this privilege.

8) There are a maximum of 25 requests per month for our library system.

Date of Last Review: 2011, Approval Date: _____
Chairperson: _____ CEO: _____

Public Internet & Technology Use Policy

The Township of South Algonquin Public Library provides access to technology and the Internet to foster the individual's educational, cultural, recreational, literacy and information needs. The Library supports the Ontario Library Association's Statement on the Intellectual Rights of the Individual and maintains a commitment to providing free and safe access to the Internet.

Public computer and wireless Internet access are provided at all locations to ensure equitable access to information and online resources. The Internet is an unregulated, ever-changing, worldwide environment.

- Patrons are cautioned that ideas, points of view, and images can be found on the Internet which are controversial, divergent, and/or inflammatory. Not all the information available via the Internet is accurate, current, or complete. Patrons should assess the validity of all information found

- While the Library takes reasonable measures to ensure the privacy and confidentiality of Internet users, patrons are advised to exercise caution when viewing or transmitting personal information on public computers or library devices, or over computer networks The Library's public computers and wireless network are in public areas shared by Library users of all ages, backgrounds, and sensibilities.

- Individuals are expected to be considerate of other Library users when using library computers or tablets, or their own devices in the Library, including appropriate volume and content of material and appropriate viewing and listening behaviour

- Parents and guardians are responsible for guiding their child's use of Library technology and/or the Internet

- The Library prohibits use of its computer equipment and network for illegal purposes. Access to the Internet shall not be used to access, post, or transmit unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or similar material

- The Library prohibits damaging or modifying the Library's computer equipment, software, or network, and accessing confidential information

- Patrons assume total responsibility and risk for access to and use of the Library's equipment, network, and Internet service. The Library assumes no liability for claims of loss from use of Library computers or devices, the Library's Internet service, and/or the Library's network

- Certain copying or distribution of material found on the Internet may infringe on the copyright laws of Canada. The Library is not responsible for such infringements. The copyright law is available for consultation, if required

The Library reserves the right to:

- Limit computer and Internet use in terms of the amount of time used and/or network load
- Terminate an Internet session at any time

Failure to comply with this Policy will result in loss of computer and Internet access and possible banning from the Library. Unlawful activities may result in prosecution.

Date of Last Review: 2011 Approval Date: January 16th 2024

Chairperson:Vicki Forward CEO: Charlene Alexander

TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY

REFERENCE SERVICE POLICY

All Librarians of the Township of South Algonquin Public Library have received training in “Information Services” however any staff member may attempt to answer questions and requests for information from any library patron, regardless of age.

Library staff will attempt to answer questions as fully as possible but must keep in mind the needs of all patrons using the library. If a question proves to be very time-consuming (requiring more than 15 minutes to answer), the library patron may have to be called back later with the answer. A time frame for answering the question should be provided to the patron.

The Township of South Algonquin Public Library welcomes all questions from all patrons and will attempt to answer any question and will do so without passing judgment on the nature of the question.

School-related questions will be answered in the same manner as all reference questions.

During reference duty, a staff member may be asked to provide information from medical, legal, census or tax sources. Library staff will do so readily but must not offer any interpretation of the information provided. Questions that the library staff was unable to answer will be noted. The CEO will peruse these questions from time to time, to assist in selecting materials for the library.

Telephone/Fax/Email requests
Requests received by telephone, fax or in writing are treated as all other requests, but if the library is busy, priority will be given to the needs of patrons who have come into the library. These questions will then be answered when time permits. The patron will need to be called back on the principle of first come-first served, giving a realistic estimate of how long it might take to address the question.

Unanswered questions
Questions for which no answer or material has been found in the Township of South Algonquin Public Library collection or online, will be referred to the appropriate agency by the library staff (if such an agency is known), or will become an interlibrary loan request.

Questions that the library staff was unable to answer will be noted.

Date of Last Review: 2011
Approval Date: January 16th 2024
Chairperson: Vicki Forward
CEO: Charlene Alexander