TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY (SAPL)
AGENDA - REGULAR MEETING OF THE BOARD
January 27th, 2026, 6 pm Whitney Branch/Online

Land Acknowledgement: We acknowledge that we are gathered on the traditional and unceded territory of the Algonquin Peoples, who have cared for this land since time immemorial. In this quiet season of winter, as the land rests beneath snow and ice, we reflect on the enduring relationship between the Algonquin Peoples and the natural world. The changing seasons remind us of our responsibility to honour, protect, and learn from the land, its waters, and all living beings, carrying forward its wisdom as we move toward renewal in the spring.

Call to Order

1. **Approval of Agenda** *Motion Required*
2. **Approval of Minutes:** *Motion Required:* **October 28th, 2025**
3. **Report of the Chairperson:**
4. **Business Arising from the Minutes**
   - 4.1. **Astronomy in Action program 2026 –** no updates
   - 4.2. **Night Sky Photography with Robert Fisher** – was canceled due to lack of interest. May try again early spring.

5. **New Business:**
   - 5.1. **Overdrive Review:** In 2025, the OverDrive consortium expanded to 200 member libraries for 2026, providing shared access to a collection of more than 109,000 digital titles. Usage reached a record high, with 5,060,345 total checkouts—an increase of over 7% from the previous year and the highest annual circulation to date. Locally, usage included 34 active users and 1,707 total checkouts. To further enhance digital offerings, an All-Access Mystery subscription (450 titles) has been added for 2026.
   - **5.2.** **Board Membership Inquiry:** An individual expressed interest in Library Board membership and was provided with the recruitment brochure by email. No follow-up has been received at this time.

6. **Reports**
   - 6.1. **Finance:** *Action:* Review of the bank statements. November $3486.43 December $3494.25
   - 6.2. **Librarian's Report:** *Action:* Review and discuss librarian's and statistical reports. CEO OLS Conference Report - attached
   - 6.3. **Council Report:**

7. **Governance**
   - 7.1. **Policy:**
   - 7.2. **Strategic Planning/Strategic Doing***: Draft* MOU moved to February.
   - 7.3. **Canada Post Community Grant:** attached below

8. **Correspondence:**
9. **Any Other Business:**
10. **In-Camera/Out of Camera:** Human Resources Matter– Workplace Accommodation Request
11. **Next meeting:** February 24th, 2026, 6 pm Madawaska Branch/Online
12. **Adjournment:** *Action: Motion Required*

Township of South Algonquin Public Library
Minutes of the Meeting Held
October 28th, 2025, 6pm Madawaska Branch/Online

Attendees: Rose Jessup, Councillor Laurie Siydock, Vicki Forward, Sarah Ennor, Elaine Hare
Staff: Charlene Alexander and Cynthia Haskin
Land Acknowledgement: Charlene Alexander
Call to Order: 6:06 pm

1. **Motion # 2025-29**

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

2. **Motion # 2025-30**
   Moved – Elaine Hare Seconded – Sarah Ennor /To approve the minutes of September 23rd, 2025/Carried
3. **Report of the Chair:** Commented that she was happy with the library's blurb in the Townships newsletter.
4. **Business Arising from the Minutes**
   4.1. **Budget:**
   Motion # 2025-31
   Moved – Elaine Hare Seconded – Rose Jessup /To approve the draft budget for 2026/Carried
   4.2. **Astronomy in Action program 2026 –** update attached to October agenda
   4.3. **Planning for Astronomy in Action program 2026:**
   Motion # 2025-32
   Moved – Sarah Ennor Seconded – Elaine Hare /To move $1500 from library reserves to programming to cover Astronomy in Action program costs/Carried
5. **New Business:**
   5.1. Night Sky Photography with Robert Fisher – details attached to October agenda
6. **Reports**
   6.1. Finance: Action: Review of the bank statements. September $3469.28
   6.2. **Librarian Reports**: Reviewed and discussed reports. Vicki Forward raised concerns regarding the amount of staff time devoted to technology and internet-related transactions. She questioned whether implementing time limits on technology assistance, engaging a volunteer (such as Jeff Bowman), or referring patrons to a local fee-based service might be viable options. Staff noted that these approaches may be less effective, as many patrons have established a strong level of trust with library staff, particularly with respect to confidentiality. Staff also conduct a brief assessment at the outset of each request and advise patrons when a matter falls beyond staff expertise or available time. It was further noted that many technology-related assistance requests are from seniors. Charlene Alexander clarified that the majority of transactions recorded under time spent relate to Readers' Advisory services, including Interlibrary Loans. This category also encompasses time spent on reference services, as well as printing, faxing, and scanning assistance.
   6.3. **Council Report:** Fall festival was a hit. LCBO said no to a bottle fundraiser drive, the grocery store may do it
7. **Governance**
   7.1. **Policy: none**
   7.2. **Strategic Planning/Strategic Doing**: Sarah Ennor prepared a report regarding the MOU w/Township- attached to October agenda. She plans to have the draft ready for review in January.
   Elaine Hare is registered for the OLS conference board session.
8. **Correspondence: none**
9. **Any Other Business: none**
10. **In-Camera/Out of Camera:** none
11. **Next Meeting**: November 25th, 2025, 6pm Whitney Branch/Online
12. **Adjournment**
    Motion # 2025-33

Moved by – Sarah Ennor Seconded by – Elaine Hare /To adjourn/Carried.

Township of South Algonquin Public Library CEO Monthly Report
Prepared By: Charlene Alexander

Daily Operations ● **Responsive ● Freedom ● Accessibility**

Assisted patrons with a variety of tasks, including:

- Printing, faxing, copying, scanning, and emailing documents
- Resizing and printing knitting & woodworking patterns
- Setting up two iPhones and transferring data from older devices
- Downloading, completing, and submitting online forms
- Providing readers' advisory services
- Assisting three patrons with online registration for the Canada Dental Plan
- Supporting two patrons with laptop maintenance, including antivirus installation, system scans, and Windows updates
- Proctoring two separate two-hour exams
- Assisting a patron with an online birth certificate application
- Assisting with passport renewal
- Providing one-on-one technology coaching to a senior, including iPhone organization, deleting duplicate photos, call logs, text messages, and old emails
- Delivering a Chromebook use demonstration

Other Tasks:

- Set up and takedown of seasonal and monthly library displays
- Ongoing collection maintenance and review
- Updates and maintenance completed on all public computers and Chromebooks
- Created and shared social media (Facebook & Instagram posts and responded to public comments and messages. November 55 December 47
- Updated and maintained the library website
- Prepared donated items for addition to the collection

Programming ● **Responsive ● Governance ● Freedom ● Accessibility**

- School Visits: Three bi-weekly class visits continued
- Author Visit – Adam Shoalts: Scheduled for Sunday, April 19, 2026
- Night Sky Photography with Robert Fisher: Program cancelled due to low registration
- Astronomy in Action: No updates at this time
- Promoted Virtual author talks in library and on social media.

Governance ● **Responsive ● Governance**

- Prepared agendas, minutes, and reports; attended the regular monthly Library Board meeting
- Attended the monthly Township Committee meeting and compiled a report for Council
- Attended the monthly CEO Informal Zoom Meeting
- Reviewed and submitted staff payroll to the Township on a bi-weekly basis
- Conducted regular check-ins with the Branch Librarian via phone and email
- Drafted a Memorandum of Understanding (MOU); currently under review by Sarah Ennor
- Information and Privacy Commissioner of Ontario: Created a new user account on the updated portal and completed annual reporting requirements

- Canada Post Community Grants: Began preparation for a funding application to upgrade Smart TVs and develop a collection of STEM/STEAM kits and games
- Renewed Overdrive and Library Speakers Consortium subscriptions for 2026
- Renewed Ontario Parks Passes for 2026
- Attended a Grant Writing on January 22nd.

Monthly Township of South Algonquin Public Library Librarian Report
Prepared By: Cynthia Haskin

Daily Operations and tasks ● **Responsive ● Freedom ● Accessibility**

- assisting patrons with scanning, emailing, faxing, printing documents
- preparing last dozen of new books for shelves,
- made a few book sales
- helped patrons with their phone
- scanned books in and out and shelved them
- tiding books on shelves did some weeding
- check washrooms for cleanliness
- made a couple social media posts
- checked drop box for returns
- recorded daily stats

Other tasks

- set up new printer
- working on a list for new books to buy
- created a Halloween, Remembrance Day, Christmas and a Valentine display
- help Brendia prepare for Craft session
- Putting new spine labels some of the older books

Programming ● **Responsive ● Governance ● Freedom ● Accessibility**

- 8 people attended our Christmas craft, wooden snowmen were made

Governance ● **Responsive ● Governance**

- weekly check ins with Charlene by phone and email
- prepare report and stats for meeting

2025 Ontario Library Service (OLS) Virtual Conference – CEO Summary

The 2025 OLS Virtual Conference, themed “Collaborate: Libraries Empower; Communities Thrive”, brought together public library staff across Ontario to explore innovation, collaboration, and community impact. The conference

highlighted how libraries serve as inclusive "third places," leverage emerging technologies, uphold intellectual freedom, and foster cultural heritage and community connections.

Key Highlights and Strategic Alignment:

1. **Collaborative Futures: Libraries as Spaces for Belonging and Thriving Communities** (Dr. Nicole Dalmer)
    - **Focus:** Libraries as inclusive social infrastructure that reduces isolation, strengthens civic engagement, and fosters equality.
    - **Strategic Alignment:** Supports the Library's goal of community engagement and social inclusion.
    - **Learning Outcomes:** Staff reflection on collaborative practices and strategies to enhance community connections.
2. **Library Perspectives: AI in Public Libraries** (Panel: C. of Prince Edward, Hanover, Northview Heights, Whitby)
    - **Focus:** Practical integration of artificial intelligence in library services, programming, and staff development.
    - **Strategic Alignment:** Enhances digital literacy and innovation in service delivery.
    - **Learning Outcomes:** Staff gained knowledge on AI tools, ethical use, and policy development for emerging technologies.
3. **Intellectual Freedom in Public Libraries** (James Turk)
    - **Focus:** Understanding and defending intellectual freedom in Canadian public libraries.
    - **Strategic Alignment:** Strengthens the Library's commitment to professional ethics and access to information.
    - **Learning Outcomes:** Staff awareness of legal and policy frameworks for intellectual freedom and practical tools to respond to challenges.
4. **Nipissing Kendaaswin: Revitalizing Community Through Heritage and Collaboration** (Randy Penasse & Deanna Nebenionquit)
    - **Focus:** Community-driven library services that honor heritage, empower youth, and build cultural pride.
    - **Strategic Alignment:** Promotes Indigenous engagement, cultural preservation, and community partnerships.
    - **Learning Outcomes:** Staff understanding of culturally responsive practices and strategies to foster inclusive, community-led initiatives.

Conclusion:
The conference reinforced the library's strategic priorities of community engagement, innovation, equity, and cultural responsiveness, while providing staff with practical tools and insights to enhance service delivery, digital literacy, and inclusive programming.

Canada Post Community Grant – Application Due - February 27, 2026

Charlene Alexander is preparing a grant application to the Canada Post Community Foundation to support a STEAM and technology upgrade at both library branches. This project aligns with the library's four strategic goals: Responsive, Freedom, Accessible, and Governance, and builds on previous investments in digital infrastructure.

Responsive: The project addresses service gaps caused by outdated, nonfunctional technology in shared programming spaces. Grant funding would support the purchase of two 60-inch Smart TVs (one per branch), including mounting and delivery, restoring the library's ability to offer collaborative programming such as virtual author talks through the Library Speakers Consortium, National Film Board screenings, educational presentations, and facilitated learning activities. The project also includes a circulating collection of fully reusable STEAM kits, logic-based board games, and STEAM and science books for children and youth ages 4–16.

Freedom: This initiative supports intellectual freedom and the freedom to learn by providing open access to diverse educational content and hands-on learning opportunities, regardless of personal, financial, or technological barriers.

Accessible: The Smart TVs enable shared, in-library programming for residents without reliable internet or personal devices, while circulating STEAM resources and books extend learning opportunities into homes across this rural community. Resources are reusable, low-barrier, and designed to serve a wide range of ages and abilities.

Governance: From a governance perspective, this project represents a strategic and sustainable investment in core library services. It maximizes long-term community benefit, supports staff training and library board meetings, and demonstrates responsible stewardship by aligning external funding with established strategic priorities.

Overall, this grant application strengthens the library's role as an inclusive community hub while advancing equitable access, modern service delivery, and sound governance.

Township of South Algonquin Libraries Monthly Stats

January 2026	Whitney			Madawas
	Oct	Nov	Dec	Oct
Head Count	224	177	154	86
School/daycare visit headcount	68	50	63	0
Program headcount	0	0	0	0
Circulation	531	403	371	130
Activity Kits (includes Park passes)	12	7	8	1
Device	5	1	4	0
Computer users	32	14	11	16
Inter Library Loans	11	11	10	0
New Members	0	2	0	1
Print/fax/copy	43	15	34	3
Reference/Reader's Advisory	112	117	108	12
Tech/media/software support	18	14	19	3
minutes spent on above requests	720	483	520	98
In Library Use	56	123	93	13
Over drive users/both branches	16	14	16	0
Overdrive circulation/both branches	150	132	145	0
non members users	18	10	0	3
seed library	0	0	0	2
Head Count by Day				
Tuesday	0	0	0	30
Wednesday	90	39	55	0
Thursday	103	55	74	35
Saturday	31	83	25	21

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Nov	Dec
100	75
0	0
0	8
72	60
0	1
1	1
26	16
2	3
1	3
17	9
18	8
6	0
84	49
28	23
0	0
0	0
5	4
0	0

16	21
0	0
32	34
52	20

Township of South Algonquin Public Library 2025 Annual Stats

	Whitney	Madawaska	Total
Head Count	1985	1289	3274
School/daycare visit headcount	429	0	429
Program headcount	115	8	123
Circulation	5209	1418	6627
Activity Kits (includes Park passes)	89	33	122
Device(all tech equipment)	43	2	45
Computer users	242	218	460
Inter Library Loans	131	17	148
New Members	15	17	32
Print/fax/copy	461	173	634
Reference/Reader's Advisory	1052	88	1140
Tech/media/software support	211	52	263
Minutes spent:print/fax/copy/tech/ref. /readers	7396	1281	8677
In Library Use	622	312	934
Over drive users/both branches			34
Overdrive circulation/both branches			1707
non members users	159	225	384
Facebook followers			258
Instagram followers			172
Virtual Author Talks - Live Views			37
Virtual Author Talks - Archived Views			15143
seed library	81	36	117

Transaction and balance statement report

Company name: CORP OF THE TWN OF SOUTH ALGONQUIN

Library Board

001869679618 CAD

Transaction and balance details

Date	Description	Debit amount	Credit amount	Balance
Dec 01, 2025	**Opening balance**			**3,486.43**
Dec 03, 2025	CREDIT MEMO INT @ 2.6000% CIBC-AUTOMATED INTEREST SYSTI		7.82	3,494.25
Dec 31, 2025	**Closing balance**			**3,494.25**
	Total value		7.82	
	Total count	0	1	

Transaction and balance statement report

Company name: CORP OF THE TWN OF SOUTH ALGONQUIN

Library Board

001869679618 CAD

Transaction and balance details

Date	Description	Debit amount	Credit amount	Balance
Nov 01, 2025	**Opening balance**			**5,217.80**
Nov 04, 2025	CMO TRANSFER000000060766 TO: 00186/96-79316	1,740.00		3,477.80
Nov 05, 2025	CREDIT MEMO INT @ 2.8300% CIBC-AUTOMATED INTEREST SYSTI		8.63	3,486.43
Nov 30, 2025	**Closing balance**			**3,486.43**
	Total value	1,740.00	8.63	
	Total count	1	1	