SOUTH ALGONQUIN PUBLIC LIBRARY (SAPL)
REGULAR MEETING OF THE BOARD
November 15th 2022 7 pm
AGENDA

Land Acknowledgement:

Call to Order

1. **Approval of Agenda**
2. **Approval of Minutes: October 18th 2022**
3. **Report of the Chairperson:**
4. **Business Arising from the Minutes**
   - 4.1. **Madawaska Shelving:** shelving from Montel is expected on November 17 or 18th 2022
   - 4.2. **OTF Resilient Communities Fund:** Chromebooks have been sourced and ordered. C-Pens have been received. Microphones & charging stations will be ordered in December and grant finalized.
   - 4.3. **OLS Virtual Conference:**
   - 4.4. **Board Legacy document:**
   - 4.5. **Budget:**
   - 4.6. **Robert Bockstael visit:** Sunday October 30th
5. **New Business:**
   - 5.1. **Council Orientation:** On November 4th I gave the incoming Council an orientation using legacy documents.
   - **5.2. Council Contacts and Meeting Schedule:**
   - **5.3. Board Recruitment**
6. **Reports**
   - **6.1. Finance: Approval of Outstanding Accounts**
   - **6.2. Librarian's Reports**
   - **6.3. Council Report**
7. **Governance**
   - **7.1. Policy:**
   - **7.2. Strategic Planning/Strategic Doing:**
8. **Programming:**
   - **8.1. Adam Shoalts –** Spring 2023 – newest book.
   - **8.2. Indigenous Programs:** Land Acknowledgements (A Deep Dive) and Local History/Colonialism
   - **8.3. Code Club Canada:**
   - **8.4. Other ideas/suggestions:**
9. **Correspondence:**
10. **Any Other Business**
11. **In Camera / Out of Camera**
12. **Next meeting: January 17th 2023**
13. **Adjournment**

Township of South Algonquin Public Library
Minutes of the Meeting Held
October 18th 2022 @ 7:00 PM

In Person: Elaine Hare, Rose Jessup**,** Sharon Florent, and Cynthia Haskin
Zoom: Jeff Bowman, Sarah Ennor, Vicki Forward, Carol Peterson, Charlene Alexander **Regrets:** Councillor Dave Harper

Land Acknowledgement: Charlene Alexander

I acknowledge that I am fortunate enough to work and reside on the stolen lands of the ALGONQUIN ANISHINABEG.

I acknowledge the traditional territories and nations that my ancestors occupied with invasion and violence, forced assimilation of religion, bringing disease, genocide, and terror. Including but not limited to: the ALGONQUIN ANISHINABEG, Huron-Wendat, Six Nations of the Grand River, and Mississauga peoples.

My white occupier ancestral lineage connects me paternally to Ireland (2nd generation) and maternally I am connected to Northwestern Europe. My ancestor, the explorer and fur trader Des Groseilliers arrived in Canada in 1641 approximately. He was instrumental in exploiting furs and the formation of the Hudson's Bay company. He also worked for the Jesuits at Ste. Marie in Huronia.

I am greatly saddened that the knowledge of my own native ancestors has been completely white washed from my family, aside from a few details.

In the explicit naming of my own lineages, along with locating myself within systems of Whiteness and White Supremacy, I vow to continue to learn about the effects of colonialism, and how I can do better. I will research and share the uncomfortable truths that all Canadians must not only learn about but meaningfully acknowledge.

Call to Order: 7:10pm

1. **Motion # 2022-51**
   Moved by – Sarah Ennor Seconded by – Carol Peterson /To approve the agenda/ Carried
2. **Motion # 2022-52**
   Moved by – Vicki Forward Seconded by – Sarah Ennor /To approve the minutes of **September 20th 2022** / Carried

Elaine Hare brought to our attention an advertising error on a Facebook post (posted by the Township) for the Robert Bockstael visit. Charlene will have this corrected.

3. **Report of the Chair:** Jeff Bowman stated his intentions to step down as chair but plans to remain on the board.
4. **Business Arising**
   - 4.1. **Outreach & Survey:** No new responses. Survey will close at year end.
   - **4.2. The International Dyslexia Association Ontario's Library Mini grant:** All items have been received and promoted.
   - **4.3. Ancestry Library Edition**: Current subscription ends in January. We have received a renewal notice, The fee for 2023 is $300. Discussed and we will not be renewing this subscription.
   - **4.4. Madawaska Shelving**: Estimated ship date for shelving from Montel is November 25 2022.
   - **4.5. OTF Resilient Communities Fund:** C pens have been ordered and received, Charlene is communicating with a sales rep regarding the Chromebooks, these will be purchased soon.
   - **4.6. OLS Virtual Conference**: Charlene will discuss after reviewing the conference uploads.
   - 4.7. **Board Legacy document:** Jeff Bowman and Carol Peterson will meet with Charlene to make a draft document.
   - 4.8. **Budget:** Mileage issues were a big concern. This budget line is grossly under budgeted. Charlene will discuss with town treasurer, Jennifer Barager, how best to budget this line item so that all board members may be able to attend all meetings in person if they wish. Will also ask about transferring funds from another budget line to cover costs until the end of the year.
     We will be requesting an increase of $1000 book line, increase of $250 advertising, increase of $500 to library supplies/programming. Charlene will enquire about a reasonable amount

to budget for a sign at the Madawaska branch. The board has asked Charlene to enquire if we can submit the budget on November 16th instead of the 15th.

4.9 Signage for Madawaska Branch: Bryan Martin suggested that we add this as a capital expenditure in the budget.

5. **New Business:**
   - **5.1. Robert Bockstael visit:** Sunday October 30th , at 1 pm. He will do a reading and discussion of his first book, Willow's Run, and a self-publishing discussion with handout resources.
6. **Outstanding Accounts:**
   Motion # 2022-53
   Moved by – Sarah Ennor Seconded by – Sharon Florent / To approve outstanding accounts ($175.43)/Carried
7. **Governance: see 4.7**
8. **Programming:**
   - **8.1. Robert Bockstael visit:** Sunday October 30th , at 1 pm
   - **8.2. Adam Shoalts –** Spring 2023 – newest book.
   - **8.3. Indigenous Programs:** Land Acknowledgements (A Deep Dive) and Local History/Colonialism
   - **8.4. Code Club Canada:** These free Code Clubs are weekly after-school coding clubs for 8 - 12-year-olds.

12. Next Meeting: November 15th 2022 @ 7:00 PM
13. **Motion # 2022-54**
    Moved by – Sarah Ennor Seconded by – Carol Peterson
    To adjourn 8:45pm Carried

_____Chairperson _____Secretary/CEO

Township of South Algonquin - Monthly Stats
November

	Sept	Oct		Madawaska Sept	Madawaska Oct
Head Count	177	154		111	111
Circulation	346	303		37	11
Activity Kits (includes Park passes)	9	6		1	0
Curbside	3	2		0	0
Computer users	33	18		2	7
WI-FI in Library	46	42		47	47
Inter Library Loans	8	15		2	0
New Members	4	1		0	1
Print/fax/copy	23	15		4	11
Reference	3	2		4	0
Tech/media/software support	13	8		1	1
time spent on above requests	90	75		15	43
other requests				0	0
Programs Bockstael		6		0	0
Outstanding Accounts			$401.92	0	
Accounts paid with Visa					
Over drive users			24		
Overdrive circulation			111		
Vaccine receipts	0	3		0	6
time spent on above requests	0	15		0	10
non members users	19	10		21	9

Madawaska September people stats: Tuesday's - 20 Thursday's - 46 Saturday's - 45
Madawaska October people stats: Tuesday's - 34 Thursday's - 33 Saturday's - 44

Whitney September people stats: Wednesday's - 56 Thursday's -97 Saturday's -24
Whitney October people stats: Wednesday's - 51 Thursday's - 76 Saturday's -27

TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY

BILLS FOR PAYMENT

Nov-22

INVOICE #	LIBRARY:	DETAILS	AMOUNT	TAX
#100575	590 Madawaska	The Eganville Leader renewal	$75.00	$3.57
#00543	590 Madawaska	The Bancroft Times renewal	$41.00	incl.
	700 Both	Reimburse Charlene for Bockstael event Facebook ad.	$33.90	$3.90
	700 Both	Reimburse Charlene for Bockstael event Facebook ad.	$2.02	$0.23
	820 Both	Robert Bockstael author talk	$250.00	
	TOTAL		**$401.92**	**$7.70**

Date: _____

Librarian Approval: Charlene Alexander

Motion # 2022-

To approve the outstanding account.

THE EGANVILLE LEADER (2004) LTD

PO BOX 310, EGANVILLE, ONTARIO K0J 1T0
PHONE# 613-628-2332

INVOICE

Invoice No.: 100575
Date: 11/02/2022
Ship Date:
Page: 1
Re: Order No.

Sold to:

SOUTH ALGONQUIN - MADAWASKA PUBLIC LIBRARY
BOX 130
MADAWASKA, ONTARIO K0J 2C0

Ship to:

SOUTH ALGONQUIN - MADAWASKA PUBLIC LIBRARY
BOX 130
MADAWASKA, ONTARIO K0J 2C0

Business No.: 86142 5577 RT0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
SUBL	Year	1	SUBSCRIPTION NOVEMBER 2022 - 2023	G	71.43	71.43
			Subtotal:			71.43
			G - GST5.00% GST			3.57

account #
16-6100-0590

Township South Algonquin	DATE	INITIALS
Goods rec'd in good order	Nov 22	CC.
Approved by Dep't Head		CC.
G/L ACCOUNT# 16-6100-0590.		
Clerically accurate		
Paid by Cheque#		
Approved by Council on		

THE EGANVILLE LEADER (2004) LTD GST: #86142 5577RT0001

Shipped By: Tracking Number:

Comment: HST # 86142 5577 RT0001

Sold By:

Total Amount	75.00
Amount Paid	0.00
Amount Owing	**75.00**

The Bancroft Times

254 Hastings Street North Bancroft Ontario K0L 1C0

Subscription Alert

Your Subscription Expires

November 30, 2022

Account No. 000543

ACT now! Save Time and money!

Any questions, please call Melissa at (613) 332-2002

Sold to

South Algonquin Madawaska Public Library
Box 130
Madawaska ON
K0J 2C0

Your Subscription Rate:

Payment Frequency		
Term	1 Year	41.00
Term	2 Year	76.00
Term	3 Year	108.00

SUBSCRIBE AND SAVE!

* Take advantage of great rates
* Delivery right to your mail box
* Your local community happenings
* Enjoy with your morning coffee.

Dear South Algonquin Public Library,

Thank you for your readership. Your current subscription is due to expire on November 30, 2022

To continue enjoying the convenience of receiving your community newspaper right to your mail box, send us your subscription continuance of choice today! As a valued subscriber, you know the benefits of enjoying The Bancroft Times newspaper:

- Keep up to date on council decisions
- Information from your municipality.
* Compelling Editorial
* Information on topics and events of importance for you!
* Community Events
- Local Classifieds
* Real Estate

GST/HST No. 83455 0774

South Algonquin	DATE	INITIAL
Goods rec'd in good order	Nov 22	G.
Approved by Dep't Head		Ce.
G/L ACCOUNT# Account # 16-6100-0590		
Clerically accurate		
Paid by Cheque# 16-6100-0590		
Approved by Council on		

Total cost

- ☐ Cheque
- ☐ Credit Card
- ☐ CASH
- ☐ e-Transfer

- ☒ **1 year $ 41.00 (taxes included)**
- ☐ **2 years $ 76.00 (taxes included**
- ☐ **3 years $ 108.00 (taxes included)**

Payment by Credit Card can also be made by calling Melissa at 613-332-2002

***NEW* e-transfer Payments Send to: wpmedia@northernontario.ca**
Using assigned password: wpm1037
Please include in the message: Bancroft Times Renewal & Account No.

Please note payments are made payable to: White Pine Media

254 Hastings Street North Bancroft Ontario K0L 1C0

Submitted Oct 27 2022

Whitney Library
Township of South Algonquin
33 Medical Centre Road
PO Box 208
Whitney, Ontario • K0J 2M0

INVOICE

Date: October 26, 2022

DATE	DESCRIPTION	TOTAL
Oct 30th, 2022	Author talk/Reading	$250.00

Please make cheque payable to:
Robert Bockstael
1608 Drake Ave. Ottawa, On. K1G 0L8
OR
Direct deposit to robert.bockstael@gmail.com

Total due $250.00

Twp South Algonquin	DATE	INITIALS
Goods rec'd in good order	Oct 27 22	CE
Approved by Dep't Head		CE
G/L ACCOUNT# 16-6100-0820		
Clerically accurate		
Paid by Cheque#		
Approved by Council on		

Program.

Meta

Tax Invoice for Charlene Alexander

Account ID: 12810983

Invoice/Payment Date
Oct 29, 2022, 12:28 PM

Payment method
Paypal account haunted_heart7@hotmail.com

Transaction ID
5492899270825851-10795369

Product Type
Meta ads

Paid

$33.90 CAD

Subtotal: $30.00 CAD
GST/HST: 3.90 CAD (Rate: 13%)

You're being billed because you reached your $30.00 payment threshold.

Campaigns

Event: Author Talk & Self Publishing Discussion with Robert Bockstael From Oct 19, 2022, 12:00 AM to Oct 29, 2022, 12:27 PM		**$30.00**
Event: Author Talk & Self Publishing Discussion with Robert Bockstael	4,059 Impressions	$30.00

Twp South Algonquin	DATE	INITIALS
Goods rec'd in good order	Oct 22	CE
Approved by Dep't Head		CE
G/L ACCOUNT# 16-6100-0700		
Clerically accurate		
Paid by Cheque#		
Approved by Council on		

Meta Platforms, Inc.
1601 Willow Road
Menlo Park, CA 94025-1452
GST/HST: 820877660RT0001

ON K0J 2M0
Canada

Meta

Tax Invoice for Charlene Alexander

Account ID: 12810983

Invoice/Payment Date
Oct 31, 2022, 4:59 AM

Payment method
Paypal account haunted_heart7@hotmail.com

Transaction ID
5497345783714533-10807415

Product Type
Meta ads

Paid

$2.02 CAD

Subtotal: $1.79 CAD
GST/HST: 0.23 CAD (Rate: 13%)

Remaining ad costs at the end of the month.

Campaigns

Event: Author Talk & Self Publishing Discussion with Robert Bockstael From Oct 28, 2022, 12:00 AM to Oct 29, 2022, 11:59 PM		**$1.79**
Event: Author Talk & Self Publishing Discussion with Robert Bockstael	193 Impressions	$1.79

Twp South Algonquin	DATE	INITIALS
Goods rec'd in good order	Oct 2	CE
Approved by Dep't Head		CE
G/L ACCOUNT# 16-6100-0700		
Clerically accurate		
Paid by Cheque#		
Approved by Council on		

Meta Platforms, Inc.
1601 Willow Road
Menlo Park, CA 94025-1452
GST/HST: 820877660RT0001

ON K0J 2M0
Canada

CIBC Account Statement

THE CORPORATION OF THE TOWNSHIP OF
SOUTH ALGONQUIN - LIBRARY ACCOUNT

For Oct 1 to Oct 31, 2022

Account number
96-79618

Branch transit number
00186

The names shown are based on our current records, as of November 2, 2022. This statement does not reflect any changes in account holders and account holder names that may have occurred prior to this date.

Account summary

Opening balance on Oct 1, 2022		$4,036.19
Withdrawals	-	0.00
Deposits	+	11.37
Closing balance on Oct 31, 2022	=	**$4,047.56**

Contact information

1 800 465 CIBC (2422)
Contact us by phone for questions on this update, change of personal information, and general inquiries, 24 hours a day, 7 days a week.

TTY hearing impaired
1 800 465 7401

Outside Canada and the U.S.
1 902 420 CIBC (2422)

www.cibc.com

Transaction details

Date	Description	Withdrawals ($)	Deposits ($)	Balance ($)
Oct 1	**Opening balance**			**$4,036.19**
Oct 5	CREDIT MEMO INT @ 3.4300% CIBC-AUTOMATED INTEREST SYSTEM		11.37	4,047.56
	Closing balance			**$4,047.56**

Account # / Description Date	Source	Transaction Description	Account Class Sub Pd Batch	Tr Amount	Balance Forward Balance
11-1306 - CIBC Library Bank Account			Asset		4,036.19
10/31/2022	Interest	Interest Earned on Library Acct	GL 10 00384	11.37	4,047.56
			Net Total:	11.37	

Accounts Printed: 1

Township of South Algonquin
Library Chequing Account
31-10-2022

Cleared Bank Balance:	4047.56
Add: Outstanding Deposits	0
Less: Outstanding Cheques	0
Ending Balance:	4047.56
G/L Balance:	2107.13
Difference (should be $0):	1940.43

TOWNSHIP OF SOUTH ALGONQUIN

P.O. Box 217 WHITNEY, Ontario K0J 2M0
Tel. #1-613-637-2650 Fax #1-613-637-5368

TOWNSHIP STAFF: **DATE:**

DATE	FUNCTION OR MEETING	TOTAL km	1st 5000 kms 0.59 x km	Over 5000 km 0.53 x km	MEALS OR PER DIEM	HOTEL	OTHER DESCRIPTION	HST AMOUNT	TOTAL
SUB-TOTAL									
								TOTAL	

AUTHORIZED BY:_____ SIGNATURE OF STAFF MEMBER:_____

DATE: _____ CHEQUE # _____ RECEIVED INITIALS:_____

Account # / Description	Last Year Budget	Last Year Actual	Variance	Proposed Budget
15-3200 - Grants-Library-Ontario	6,470.00	12,200.00	5,730.00	
15-3300 - Fees - Library	150.00	0.00	(150.00)	
Account Class Totals:	6,620.00	12,200.00	5,580.00	
16-6100-0540 - Library Licences & Permits	210.00	101.76	108.24	210.00
16-6100-0590 - Library Books	6,000.00	5,105.16	894.84	7000.00
16-6100-0600 - Library Repairs To Building	2,000.00	1,989.00	11.00	2000.00
16-6100-0610 - Library Repairs To Equipment	500.00	0.00	500.00	500.00
16-6100-0640 - Library Insurance	5,940.00	5,938.99	1.01	5940.00
16-6100-0650 - Library Heating	2,000.00	1,028.59	971.41	2000.00
16-6100-0660 - Library Hydro	3,400.00	2,071.56	1,328.44	3400.00
16-6100-0670 - Library Cleaning	200.00	164.08	35.92	200.00
16-6100-0690 - Library Rental/Lease Agreement	1,100.00	773.36	326.64	1100.00
16-6100-0700 - Library Advertising	250.00	139.50	110.50	500.00
16-6100-0710 - Library Travel	250.00	209.86	40.14	900.00
16-6100-0730 - Library Conferences/Training	500.00	0.00	500.00	250.00
16-6100-0800 - Library Telephone	2,600.00	2,064.27	535.73	2600.00
16-6100-0810 - Library Office Expense-Postage	500.00	126.72	373.28	250.00
16-6100-0820 - Library Supplies	3,500.00	1,265.37	2,234.63	4000.00
16-6100-0940 - Library Capital Expenditure	10,000.00	0.00	10,000.00	
Account Class Totals:	38,950.00	20,978.22	17,971.78	

16-6100-0590 – increase to compensate for higher costs of materials

16-6100-0700 - Library Advertising- increase so we may do more advertising

16-6100-0710 - Library Travel – increase so that all board members may be able to attend in person meetings & receive mileage reimbursement for all meetings

16-6100-0730 - Library Conferences/Training – decreased as most conferences and meetings will continue virtually.

16-6100-0810 - Library Office Expense-Postage – decreased as not as much is required for postage

16-6100-0820 - Library Supplies – increase to cover costs of programs such as materials, author visits and special events.

16-6100-0940 - Library Capital Expenditure- We would like to have a Township branded sign at the Madawaska Library, like the one at the Whitney branch

THE TOWNSHIP OF SOUTH ALGONQUIN

APPLICATION TO BECOME A MEMBER OF THE TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY BOARD

I _____ would like to apply to be a member
(NAME)

of the Township of South Algonquin Public Library Board.

Signature: _____ Date: _____

THE TOWNSHIP OF
SOUTH ALGONQUIN

7 Third Avenue • PO Box 217 • Whitney, Ontario, K0J 2M0
Tel: 613-637-2650 or 1-888-307-3187 • Fax: 613-637-5368
info@southalgonquin.ca • **www.southalgonquin.ca**

The **Township of South Algonquin** is seeking applications for Library Board Trustees for the **Township of South Algonquin Public Library**.

Are you interested in joining a dedicated group of volunteers who are working hard to ensure that our local libraries are growing and servicing residents effectively?

Do you have 3 – 6 hours per month that you can commit to the library?

To be a volunteer on a public library board in Ontario and in accordance with the Public Libraries Act, R.S.O. 1990, to qualify, an applicant must be:

- must be a Canadian citizen
- at least eighteen years of age
- a resident of the **Township of South Algonquin**
- not employed by the Township or the Library
- not convicted of an indictable offence

As per the Ontario Public Library Act, the term of the Library Board is concurrent with the 4-year term of the municipal council. Appointment to the Library Board is determined by the incoming Council.

The key responsibilities for Trustees are governance, policy, programming, and fiscal matters. Potential candidates should have management, planning, fundraising and/or financial experience. Computer skills are a definite asset. Our meetings are a hybrid of in person and zoom and we use Google drive for all documents sharing.

Interested individuals are invited to apply for this volunteer position in writing to the undersigned no later than November 25th at 3:00 pm.

Charlene Alexander CEO/Head Librarian
33 Medical Centre Rd., P.O. Box 208, Whitney, ON K0J 2M0
whitneylibrary@southalgonquin.ca 613-637-5471

OLS Virtual Conference Follow up

Keynote Speaker: David Robinson

The importance of appropriate representation in literature and breaking down stereotypical images.

"Kids deserve to have books that teach them about themselves, that they are represented in," he said. "This book is very important, along with all of my work for Indigenous youth, so that they can see themselves as heroes, so they can see characters that save the world. But they're also equally important for non-Indigenous youth, so that they can see through that window and look at the lives of somebody else and, and see diverse characters being heroes in stories."

Censorship and Removal of banned/challenged books: Instead of perpetuating censorship by removing challenged items, books with misinformation, biased opinions, discrimination, etc. Use them as learning tools. Add a note to the book highlighting its issue, then add reflection/discussion questions.

How residential schools destroyed indigenous culture: The system forcibly separated children from their families for extended periods of time and forbade them to acknowledge their Indigenous heritage and culture or to speak their own languages. Children were severely punished if these, among other, strict rules were broken.

Creating a framework for respectful Indigenous Terminology by NIKLA (National Indigenous Knowledge & Language Alliance)

They are building an open and online platform that will enable a dynamic, multilingual set of terminologies applied to Indigenous Peoples, places, heritage, tradition, knowledge, and cultures. These terminologies and vocabularies would replace outdated and inappropriate terminologies used currently in cultural memory sectors such as museums, libraries, archives centers and galleries.

Viewed Change the Subject Documentary: *Change the Subject* (2019) is a 54-minute documentary film about a group of Dartmouth students who challenged anti-immigrant language in the Library of Congress subject headings.

Serving Vulnerable Populations: Homeless, drug addiction, mental health. Having social workers on staff in larger libraries. Staff training. Utilize local resources and seek partnerships

DECEMBER 2022

S	M	T	W	TH	F	S
			31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2023

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2023

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2023

S	M	T	W	TH	F	S
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5	6	7	8	9	10	11
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19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2023

S	M	T	W	TH	F	S
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23	24	25	26	27	28	29
30						

MAY 2023

S	M	T	W	TH	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2023

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY 2023

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2023

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2023

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Meeting Information

- Council Meetings
- Budget Meeting
- Tentative Committee Meetings
- Committee Meeting Content due

Committee of Adjustment Meetings will be scheduled as needed.

Conference Dates

- Roma Conference, Toronto
- Ontario Good Roads Conference, Toronto
- Federation of Northern Ontario Conference, Parry Sound
- Association of Municipalities, City of London

Office Closed

- Statutory Holidays
- Christmas Holidays

Noteworthy

- Interim Tax Bills are mailed out the first week of March. Due dates are March 31st and May 31st.
- Final Tax Bills are mailed out the first week of August. Due dates are August 31st and October 31st.
- Spring/Summer Waste Collection Calendars are circulated with the Interim Tax Bills. Fall/Winter Waste Collection Calendars are mailed locally. Both calendars are available on the website and circulated on Facebook.
- Meeting packages are circulated to council Thursdays prior to the meeting. Content for Council meetings are due Wednesdays the week prior to circulation. Committee meeting content is due the Thursday, two weeks prior to meeting to allow agenda review with Chair.
- Timesheets are due to Deputy-Clerk by the last day of the month.
- If you are interested in attending any of the conferences, please contact Deputy-Clerk. **Note: Spaces are limited so book early.**
- Bryan is away from January 23rd and returning February 7th.

Staff Contact List

Bryan Martin, CAO Clerk-Treasurer
Office: 613-637-2650 Ext. 203
Cell: 613-334-5923 Personal Cell: 613-401-6261
Email: clerk@southalgonquin.ca

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Cell: 613-334-2072
Email: cemc@southalgonquin.ca

Michael Anderson, CBO/By-Law Enforcement Officer
Office: 613-637-2650 Ext. 207
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Email: cbo@southalgonquin.ca

Carla Gatley, Deputy-Clerk
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Jennifer Baragar, Deputy-Treasurer
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Tracy Cannon, Planning & Building Administrator/CEMC Alternate
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THE TOWNSHIP OF SOUTH ALGONQUIN

7 Third Avenue, P.O. Box 217
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613-637-2650
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New Council Contacts November 2022

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Ethel LaValley: 613-332-8357
mayor@southalgonquin.ca

COUNCILLORS
AIRY WARD (01)
Joan Kuiack: 613-637-5479
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AIRY WARD (01)
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MURCHISON WARD (04)
Joe Florent: 613-637-2139, 613-334-2637
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SABINE WARD (05)
Shawn Pigeon: 613-318-8375
shawnpigeon@southalgonquin.ca

Township of South Algonquin Public Library
Library Orientation

November 4, 2022

Physical space/ Library Assets	**Whitney Branch** Open: Wed. 10 am - 3 pm, Thurs. 12 pm - 7 pm and Sat.10 am – 2pm whitneylibrary@southalgonquin.ca 613-637-5471 33 Medical Centre Road PO Box 208 Whitney, Ontario • K0J 2M0 (Library is located above the Whitney Medical Centre) Wi-Fi is available 24/7 After hours return box **Madawaska Branch** Open: Tues. 10 am - 3 pm, Thurs. 12 pm - 7 pm and Sat. 10am – 2pm madawaskalibrary@southalgonquin.ca 613-637-1099 26 A Major Lake Road PO Box 130 Madawaska, Ontario • K0J 1C0 (Madawaska library is co-located within the Madawaska Complex) Wi-Fi is available 24/7 After hours return box **Collections** Each branch has diverse collections including local history, Indigenous knowledge, audio books, DVDs. Non-traditional items include Ontario Parks annual day passes, experience kits, woodburning kit, Tackle Share and VR equipment. **Equipment** Each branch: 2 laptops, Kobo ereader, printer, scanner, fax, copier, and laminating. Soon to include 10 chromebooks, 4 c reader pens and 2 Blue Yeti microphones. **Social media presence:** ● https://www.southalgonquin.ca/library/ ● https://www.facebook.com/TownshipofSouthAlgonquinPublicLibrary
Staff	**Whitney Branch** CEO/Head Librarian – Charlene Alexander Occasional Staff - Ambre Schlechter **Madawaska Branch** Librarian - Cynthia Haskin Occasional Staff - Brendia Drew
Board of Directors	Jeff Bowman – Chair Carol Peterson - Deputy Chair Elaine Hare – Member Rose Jessup – Member Sharon Florent - Member Vicki Forward- Member Sarah Ennor - Member Dave Harper - Council Representative
Governance	Governed by The Libraries Act refer to Cut to the Chase document Board meetings are on the 4th Tuesday of each month.

Township of South Algonquin Public Library - Library Orientation
November 4, 2022

	Cut to the Chase document
Budget 2022	**Annual Budget** **Municipal Contribution** : $83790.00 **Provincial Contribution:** Public Library Operating Grant $5601 Pay Equity Grant $863 2022 - IDA Ontario's Mini-Grant to purchase dyslexia-friendly resources for the libraries $500 2022 - OTF Resilient Communities Fund: Working with the Town CAO we received a $13000 grant to purchase 20 HP Chromebooks,4 C-Pen Readers, 2 Blue Yeti microphones and charging stations. This equipment will be made available for loan and to host programs such as a digital book club and a children's coding club.
Partnership with Municipality	We have a strong, supportive working relationship with the Township. Township role: ● Handles all finances with input from the CEO ● Human Resources ● Appointment and approval of new Board members
Library Services	As well as regular library material borrowing services, additional library services include: ● Inter Library Loans ● Office services: copies, printing, faxing,scanning, laminating ● Basic internet and technology assistance ● Reader Advisory ● Reference & Research assistance ● Exam Proctoring ● Overdrive ebook subscription enabling library patrons access to Ontario-wide library of e-books, audio books, magazines and videos
Library Programming	**<u>2022</u>** ● TD Summer Reading – youth reading program sponsored by TD Canada Trust ● Biweekly class visits – biweekly visits to library by elementary school students and teachers ● Kids Code Canada – free coding program for children 8-12 ● Virtual Magic Show featuring Ottawa Magician Chris Pilsworth - March break 2022 ● Kevin Callan – Author Book Talk - May 18th 2022 ● Robert Bockstael – Author Book talk and self-publishing discussion – October 30th 2022 ● Tackle share program ● Ontario Parks Day Pass Program **2023** ● Land Acknowledgement, A Deep Dive with Christine Luckasavitch (early winter) ● Local Indigenous History and Colonial Effect with Christine Luckasavitch (late winter) ● Tackle share program ● Ontario Parks Day Pass Program ● Adam Shoalts – Author Book Talk – Tuesday May 2, 2023: 1pm at local elementary school and 7pm

Township of South Algonquin Public Library - Library Orientation
November 4, 2022

Actions 2021 - 2022	● Extensive review / updating / development of policies and procedures for full Ontario Library Service compliance ● Created comprehensive resource library for Board and staff including Board orientation materials, governance documents, Board meeting agendas and minutes, policies and procedures, website materials ● Developed a pilot plan for extended hours of opening. Note that additional Saturday opening hours have been well received. ● Started strategic planning process: o Planning committee in place o Developed and delivered public survey for input / needs assessment o Completed strategic planning training offered by the Ontario Library Service ● Welcomed 3 new Board members ● Hosted several special events (activities limited by Covid-19) ● Partnered with Ottawa Valley Community Arts for local poetry installation ● Developed proposal and received grant from Ontario Trillium Foundation in partnership with the Township. ● Developed proposal and received funding through IDA Ontario's Mini-Grant
Goals 2022-2023	● Strategic plan development (target spring 2023) ● Development of a media / communications plan ● Development of a best practices manual for events ● Design, develop, and implement additional community activities e.g., craft club, chess club for youth, podcast production with youth ● Development of additional community partnerships e.g., Whitney Seniors ● Continue relationship building with other local libraries ● Continue to investigate library accreditation and its potential impact on library operations. In future, accreditation may be a requirement to receive Provincial funding; one issue is the required minimum hours of service of 20 hours at main branch, 12 at secondary branch.
Mission, Vision and Values	**Mission Statement** Connecting community and inspiring discovery. **Vision Statement** Encouraging innovation and creating connections, our South Algonquin libraries are a vital and accessible destination for culture, technology, and literacy. **Our Values** **Accessibility**: We strive to provide affordable accessibility. **Accountability**: We work responsibly and efficiently to share resources for the benefit of all. **Diversity**: We connect and celebrate our diverse communities. **Innovation**: We embrace innovation to offer vital and relevant library services. **Learning**: We believe in intellectual freedom and nurturing lifelong learning for all. **Respect**: We respect all and treat everyone with courtesy and fairness.