SOUTH ALGONQUIN PUBLIC LIBRARY (SAPL)
REGULAR MEETING OF THE BOARD
March 27th 2023 7pm (Madawaska Library)
AGENDA

Land Acknowledgement:

Call to Order

1. **Approval of Agenda**
2. **Approval of Minutes: February 27th 2023**
3. **Report of the Chairperson:**
4. **Business Arising from the Minutes**
   - **4.1. OTF Resilient Communities Fund:** All initial purchases have been made and items received. I am preparing the Final report due April 2023. **OTF Recognition Event:**
   - **4.2. CO2 monitors:** Barry's Bay Legion has agreed to donate $700 to purchase CO2 detectors.
   - 4.3. **Student Volunteers:** Carla Gatley has informed me that students do not need to complete police checks to volunteer.
   - 4.4. **Board Assemblies:**
   - **4.5. Seed Library:** Seeds have arrived and set up has begun. ($210 visa purchase)
   - **4.6. Little Free Libraries:**
   - 4.7. **Connectivity Funding:** Received $540.00 reimbursement for Madawaska branch internet services(2022.)
5. **New Business:**
   - **5.1. Annual Survey Due April 28th 2023 –** work has begun
6. **Reports**
   - **6.1. Finance: Approval of Outstanding Accounts ($847.50)**
   - **6.2. Librarian's Reports**
   - **6.3. Council Report**
7. **Governance**
   - **7.1. Policy:** Review Mission & Vision statements
   - 7.2. **Strategic Planning/Strategic Doing:** Committee met on March 18th. Approval of draft strategic plan.
   - 7.3. **Employee Evaluations:** Committee met on March 9th. Plan to have evaluations completed by April Meeting.
8. **Programming:**
   - **8.1. A Deeper Dive: Making Land Acknowledgements Make Sense**
   - **8.2. Author Talk: Adam Shoalts** Tuesday May 2nd 1pm School visit, 7pm location tbd
   - **8.3. Code Club Canada:**
   - **8.4. TD Summer Reading & Story Walk**
   - **8.5. Author Visit:** Linda Hutsell-Manning September 5th 7pm. All fees will be covered by the writer's union.
   - **8.6. Other ideas/suggestions:**

9. **Correspondence:**
10. **Any Other Business**
11. **In Camera / Out of Camera**
12. **Next meeting: April 18th 2023 7pm, Whitney Branch**
13. **Adjournment**

Township of South Algonquin Public Library
Minutes of the Meeting Held
February 27th 2023 @ 7:00 PM

Zoom: Jeff Bowman, Sarah Ennor, Vicki Forward, Elaine Hare, Councillor Laurie Siydock. **Staff:** Charlene Alexander, Cynthia Haskin, Brendia Drew **Regrets:** Rose Jessup
Land Acknowledgement: Vicki Forward led us on an introspective visualization to reconnect with the land.

Call to Order: 7:00pm

1. **Motion # 2023-08**
Moved by – Sarah Ennor Seconded by – Jeff Bowman /To approve the agenda/ Carried
2. **Motion # 2023-09**
Moved by – Sarah Ennor Seconded by – Jeff Bowman /To approve the minutes of **January 17th 2023**/ Carried
3. **Report of the Chair: no report**
4. **Business Arising**
   - **4.1. OTF Resilient Communities Fund:** All initial purchases have been made and items received. We came in below the original budget. I will be purchasing a few more c-pens. A recognition event will need to be held.
   - **4.2. CO2 monitors:** I have had contact with fire chief Ian Collins. He is unaware of any funding/programs. He is happy that we have added the Radon Detectors and supports our idea to add CO2 monitors. **Barry's Bay Legion(possible donation):** I was asked by Rick Ronholm if the library was looking for any project funding , the Barry's Bay Legion has lottery funds to donate. I requested funding for four - six CO2 detectors. He will bring this request to his next meeting on March 1st.
   - **4.3. Student Volunteers:** All township volunteers must complete the vsc, regardless of age. I verified with Bryan Martin that the students may be as young as 14, He saw no issue with that.

5. **New Business**
   - **5.1. Board Assemblies Representative:** Information was distributed to board members.

6. **Outstanding Accounts:**
Motion # 2023-10
Moved by – Sarah Ennor Seconded by – Jeff Bowman / To approve outstanding accounts ($133)/Carried
Council Report: Regarding our regular council meetings, it is preferred that Charlene attend in person or via Zoom in case there are any questions related to her monthly reports, much like any of our other department heads. Charlene may have to adjust her schedule once a month for council to ensure she is available. When it comes to Staff Reports, we could get to Charlene's report sooner than others but feel it's very important for staff to be available to expedite any questions related to the departments they manage rather than coming back a month later with answers that may not require any research. Charlene's performance review that the Board be responsible for this task. The CAO (Bryan Martin) would be happy to assist in providing any documents necessary as the Library Board operates under the Public Libraries Act and she is responsible to the board of directors. They are likely in the best position to set goals and objectives and ensure appropriate follow up. Charlene should lead any review for Cynthia due to the fact that Cynthia reports to her not the board. On another note, I am taking the lead for the Story Board project at Galeairy Lake Memorial Park. This is part of our Beautification Committee. I'm looking for anyone who knows how to get this project up and running. We'll be looking for history on Whitney, stories, cost of the signs, etc.

7. **Governance:**
   - 7.1. **Policy:**
   - 7.2. **Strategic Planning/Strategic Doing:** Vicki Forward, Sarah Ennor, Jeff Bowman and Charlene Alexander will meet to finalize the draft strategic plan.
   - 7.3. **Employee Evaluations:** Vicki Forward, Jeff Bowman and Charlene Alexander will meet to discuss.

8. **Programming:**
   - **8.1. A Deeper Dive: Making Land Acknowledgements Make Sense**
MARCH 6TH, 2023 @ 6:30pm Whitney Seniors Centre. This is a free, public workshop.
   - **8.2. Author Talk: Adam Shoalts** Tuesday May 2nd 1pm School visit, 7pm location tbd
   - **8.3. Code Club Canada:** Program will start once volunteers have been sorted out and trained.

8.4. **Revisiting Old Ideas:** Little Free Library – will be discussed further. Free Seed Library – all in favour and Charlene Alexander will purchase seeds and set up asap.

8.5. **Community Swap Event:** It was mentioned that there are reuse trailers at both dumps for the community to do their own swaps.

8.6. **Brendia's Program Ideas:** Reviewed the list of craft ideas for adults & children. Brendia Drew & Cynthia Haskin will host one adult and one child craft program per month. Charlene Alexander will focus on class visits.

8.7. TD Summer Reading Club StoryWalk® Summer 2023: both locations are registered.

8.8. **Adam Shoalts –** Tuesday May 2nd 1pm School visit, 7pm location tbd

8.9. Author Talk: Linda Hutsell-Manning September 5th 7pm

Next Meeting March 21st 2023 @ 7:00 PM

Motion # 2023-11

Moved by – Jeff Bowman Seconded by – Elaine Hare
To adjourn Carried

Township of South Algonquin - Monthly Stats

Mar-23

	Whitney			Madawaska	
	Jan	Feb		Jan	Feb
Head Count	156	162		129	76
Book Circulation	363	382		23	34
Activity Kits (includes Park passes)	7	6		0	1
Curbside	1	2		0	0
Computer users	18	20		2	2
Devices	4	4			
WI-FI in Library	33	29		51	44
Inter Library Loans	16	14		6	6
New Members	2	0		1	0
Print/fax/copy	7	5		7	2
Reference	2	1		0	0
Tech/media/software support	6	10		0	2
time spent on above requests	180	130		44	22
other requests	0			0	0
Programs	85	80		0	0
Outstanding Accounts			$847.50		
Accounts paid with Visa			$210.00		
Over drive users			20		
Overdrive circulation			148		
time spent on above requests	5hours	5hours	school visits	47	18
non members users	0	3			

Madawaska January people stats: Tuesday's - 29 Thursday's - 38 Saturday's - 62

Madawaska February people stats: Tuesday's - 26 Thursday's - 27 Saturday's - 23

Whitney January people stats: Wednesday's -68 Thursday's -62 Saturday's - 26

Whitney February people stats: Wednesday's - 88 Thursday's - 50 Saturday's - 24

Park Pass Loans 2022 - 68

Saturday Usuage May 2022 - February 2023: 498

Social Media Follows - FB 137 Instagram 95

TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY

BILLS FOR PAYMENT

Mar-23

INVOICE #	LIBRARY:	DETAILS	AMOUNT	TAX
	820 both	Waaseyaa Consulting - Christine Luckasavitch- Two indigenous programs	$847.50	$97.50
	TOTAL		**$847.50**	**$97.50**

Date: March 27th 2023

Librarian Approval: Charlene Alexander

Motion # 2023- **Moved by –Sarah Ennor** **Seconded by – Vicki Forward**

To approve the outstanding accounts.

waaseyaa CONSULTING

INVOICE

Waaseyaa Consulting
c/o Christine Luckasavitch
P.O. Box 286
Whitney, ON K0J 2M0

Date: March 15, 2023
INVOICE # 20230315-001

To South Algonquin Public Library
Attn: Charlene Alexander
Whitney, Ontario
whitneylibrary@southalgonquin.ca

Qty	Description	Unit Price	Line Total
2	Presentations: *Madaoueskarini Algonquin History* *Land Acknowledgements*	$375.00	$750.00

Subtotal	$750.00
HST (13%)	$97.50
Mileage	---
Meals	---
Total	$847.50

Thank you Charlene, the Library Board, Township and to the Seniors! - for helping to create space for these stories!
Chi-miigwetch!
Christine

Please make all cheques payable to Waaseyaa Consulting

Etransfer: christine@waaseyaaconsulting.ca

HST# 72100 9207 RT0001

Terms: Net 30 Days

Miigwetch! Thank you!

Twp South Algonquin	DATE	INITIALS
Goods rec'd in good order	Mar 23	C.
Approved by Dep't Head		
G/L ACCOUNT# 16-6100-0820		
Clerically accurate		
Paid by Cheque#		
Approved by Council on		

waaseyaa CONSULTING

Vesey's Seeds Ltd. 411 York Rd, York, PE, C0A 1P0

Phone: (800) 363-7333 Fax: (902) 566-1620 www.veseys.com

Invoice

GST#: R105517510

Sold To:

Customer No: 6755703

TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY
ATTN: CHARLENE ALEXANDER
33 MEDICAL CENTRE RD - 208
WHITNEY ON
K0J 2M0

Ship To:

TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY
ATTN: CHARLENE ALEXANDER
33 MEDICAL CENTRE RD - 208
WHITNEY ON
K0J 2M0

Date Invoiced: 2023-03-07
Date Ordered: 2023-03-04
Invoice No: 6578053
Order No: 8910380
Phones:
Home: (613)334-2576

Bin	Product No.	Qty.	Check	Description	Price	Total
	1077	**3**	✓	Grow with Veseys Collection (3 Pkgs) *This collection contains: 40077A Hampton Lettuce, 18969A Little Birdy Red Robin Tomato, 27630A Matrix Jewel Pansy*	$11.03	$33.09
AA86	12170A	1	✓	Pkg. All Season Blend Broccoli	$5.40	$5.40
AC47	12840A	**2**	✓	Pkg. All Season Blend Cauliflower	$6.65	$13.30
AF57	14850F	1	✓	5g Sage Herb	$7.75	$7.75
AF58	14855A	1	✓	Pkg. Crimson King Basil	$5.00	$5.00
AF96	14990A	1	✓	Pkg. German Chamomile	$2.65	$2.65
AG45	15310A	1	✓	Pkg. Valley Heart Romaine Lettuce	$5.30	$5.30
AM02	18530H	1	✓	25g Vegetable Spaghetti Summer Squash	$9.60	$9.60
AM05	18540A	1	✓	Pkg. Onyx Zucchini Summer Squash	$6.40	$6.40
AM87	18750X1	1	✓	100 Seeds Early Butternut Winter Squash	$15.05	$15.05
BF54	24760H	1	✓	25g Giganteus Sunflower (A)	$6.15	$6.15
BJ17	29310F	1	✓	5g Native Swamp Milkweed Wildflowers	$12.95	$12.95
CC68	67065J	1	✓	125g Sugar Lace Snap Pea (UT)	$7.75	$7.75
CG02	1033	1	✓	Veseys Choice Collection *This collection contains: 12270A Merlin beet, 12710A Napoli carrot, 14040A Summer Dance cucumber, 16550A Long White Tokyo onion, 18250A Roxanne Radish, 18320A Seaside spinach, 18540A Onyx Zucchini, 61461X2 Lewis green bean, 63055H Peaches & Cream corn and 67065J Sugar Lace Snap pea.*	$47.10	$47.10
DO11	13915A	**2**	✓	Pkg. Black King Eggplant	$2.63	$5.26

Veseys

Vesey's Seeds Ltd. 411 York Rd, York, PE, C0A 1P0

Phone: (800) 363-7333 Fax: (902) 566-1620 www.veseys.com

Invoice

GST#: R105517510

Sold To:

Customer No: 6755703

TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY
ATTN: CHARLENE ALEXANDER
33 MEDICAL CENTRE RD - 208
WHITNEY ON
K0J 2M0

Ship To:

TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY
ATTN: CHARLENE ALEXANDER
33 MEDICAL CENTRE RD - 208
WHITNEY ON
K0J 2M0

Date Invoiced: 2023-03-07
Date Ordered: 2023-03-04
Invoice No: 6578053
Order No: 8910380
Phones:
Home: (613)334-2576

Shipping/Handling: 0

Shipping Surcharge(s): $0.00

Goods Total: $182.75
← Additional Charges: 0
HST: $23.76
Invoice Total: $206.51
Payments: CAVI: $206.51

The Following Items Will Ship at a Later Date:

Product No.	Description	Quantity	Price	Total
24640A	✓ Pkg. Autumn Beauty Mix Sunflower (A) *This item will ship at a later date and has not been charged to your credit card.*	1	$ 2.80	$ 2.80

Thank you for shopping at Veseys! • Please - No returns without authorization.

Twp South Algonquin	DATE	INITIALS
Goods rec'd in good order	Mar 23	CG
Approved by Dep't Head		CG
G/L ACCOUNT# 16-6100-0820		
Clerically accurate		
Paid by Cheque#		
Approved by Council on		

New program - Seed Library

Veseys

Vesey's Seeds Ltd. 411 York Rd, York, PE, C0A 1P0

Phone: (800) 363-7333 Fax: (902) 566-1620 www.veseys.com

Invoice

GST#: R105517510

Sold To:

Customer No: 6755703

TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY
ATTN: CHARLENE ALEXANDER
33 MEDICAL CENTRE RD - 208
WHITNEY ON
K0J 2M0

Ship To:

TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY
ATTN: CHARLENE ALEXANDER
33 MEDICAL CENTRE RD - 208
WHITNEY ON
K0J 2M0

Date Invoiced: 2023-03-09
Date Ordered: 2023-03-04
Invoice No: 6581070
Order No: 8910380
Phones:
Home: (613)334-2576

Bin	Product No.	Qty.	Check	Description	Price	Total
BF29	24640A	1	___ ✓	Pkg. Autumn Beauty Mix Sunflower (A)	$2.80	$2.80

Shipping/Handling: 0

Shipping Surcharge(s): $0.00

Goods Total: $2.80
← Additional Charges: 0
HST: $0.36
Invoice Total: $3.16
Payments: CAVI: $3.16

Thank you for shopping at Veseys! • Please - No returns without authorization.

Township of Algonquin	DATE	INITIALS
Goods rec'd in good order	Mar 23	Ce
Approved by Dep't Head		Ce
G/L ACCOUNT# 16-6100-0820		
Clerically accurate		
Paid by Cheque#		
Approved by Council on		

New program - Seed Library

CIBC Account Statement

THE CORPORATION OF THE TOWNSHIP OF
SOUTH ALGONQUIN - LIBRARY ACCOUNT

For Feb 1 to Feb 28, 2023

Account number
96-79618

Branch transit number
00186

The names shown are based on our current records, as of March 2, 2023. 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 Feb 1, 2023		$4,089.42
Withdrawals	-	0.00
Deposits	+	16.14
Closing balance on Feb 28, 2023	=	**$4,105.56**

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 ($)
Feb 1	**Opening balance**			**$4,089.42**
Feb 3	CREDIT MEMO INT @ 4.6500% CIBC-AUTOMATED INTEREST SYSTEM		16.14	4,105.56
	Closing balance			**$4,105.56**

Account # / Description Date	Source	Transaction Description	Account Class Sub Pd Batch	Tr Amount	Balance Forward Balance
11-1306 - CIBC Library Bank Account			Asset		4,089.42
2/28/2023	Interest	Interest Earned on Library Acct	GL 2 00061	16.14	4,105.56
			Net Total:	16.14	

Net Change:	16.14
Annual Budget:	0.00
YTD Committed:	0.00

Accounts Printed: 1

Township of South Algonquin
Library Chequing Account
28-02-2023

Cleared Bank Balance:	$	4,105.56
Add: Outstanding Deposits	$	-
Less: Outstanding Cheques	$	-
Ending Balance:	$	4,105.56
G/L Balance:	$	4,105.56
Difference (should be $0):	$	-

South Algonquin Public Library

DRAFT Strategic Plan

2023 - 2027

Vision Statement:

To position the library as a visible community hub that uses innovative, flexible, and inclusive approaches to service delivery that reflect the diverse needs of the Township of South Algonquin.

Mission Statement:

The mission of the Township of South Algonquin Public Library is to provide comprehensive services to the highest degree possible within available resources to all users.

Underlying Values

1. Responsiveness to users (Responsive)
2. Accessible to all users (Accessible)
3. Intellectual freedom for users) (Freedom)
4. Responsible governance (Governance)

DRAFT

GOAL	OBJECTIVES	NOTES
Accreditation ● **Responsive** ● **Governance** ● **Accessibility**	1. Governance and Accessibility	Includes maintenance and administration of planning/process, and policy documents. Ongoing maintenance and improvement of accessibility infrastructure.
	2. Personnel & Human Resources	Primary focus for accreditation is securing minimum hours/staff at 20h/wk (Whitney) and 12h/wk (Madawaska). Both branches are currently at 16h/wk so need to boost Whitney by 4 hrs. Also need to complete regular staff evaluations (annually).
	3. Collections & Services	[charlene to confirm requirements]
Data collection and input ● **All**	1. Staff surveys	Implement to gather further data
	2. User surveys	2022 user survey conducted and analyzed for use in strategic planning and service delivery. Will issue similar surveys at least annually.
	3. Bridge (or equivalent) data collection software	Free software from TPL available to gather and sort and analyze data. Can help with implementation of 1 & 2 above.

DRAFT

GOAL	**OBJECTIVES**	**NOTES**
Organization and maintenance of the SAPL Board of Directors and its policies ● **Governance**	● Ongoing recruitment and retention of board members	Board currently operates at the minimum number of board members. Need to advocate for and publicize the opportunity to give back to the community.
	Succession planning for librarians	Need to put in place a plan for career development and retirement (etc) planning for both branches.
	- Ongoing maintenance of all policies and procedures	Ensure all policies are current and establish an ongoing review cycle. Will include streamlining regular meetings of the board to ensure minimum (7 per year) is met. Will also provide flexibility to board members and support recruitment and retention.
	1. Advocacy of SAPL ● Board members are to participate regularly in activities aimed at increasing community awareness of the variety and importance of public library services	Board has been getting more involved in these activities and will continue to do so.
SAPL Volunteers ● **All**	1. Attraction and Retention of Volunteers	Volunteerism promotes the visibility of the library, community engagement, and the library as a community hub. Attracting students gets people involved at an early age and creates lifelong library users. Volunteers for programming brings value to users and takes some burden off of library staff. ● Library board members are integral to the ongoing governance of the library.

DRAFT

GOAL	OBJECTIVES	NOTES
Grow and maintain new and existing partnerships ● **Responsible** ● **Accessible** ● **Freedom**	1. Community	Increase and maintain existing relationships with recreation committees and venues, schools, senior committees and venues, Township, The Learning Centre (adult education), local businesses, and local news outlets. Expand to new, similar partnerships.
	2. Regional	Increase and maintain existing relationships Near North Network, nearby libraries, health unit. Remain open to new regional partnerships.
Community Hub ● **All**	1. Programming	Focus on community programming to attract users and promote the use of the library. Plan programs to meet the needs and interests of users (focus on children, indigenous issues, etc.) Brainstorm ideas to promote programming for adults.
	2. Collection	Maintain and expand the library's collection to suit the needs of users. Promote intellectual freedom and local/culturally relevant materials. ● Keep pace with modern technology and procure innovative, non-traditional library materials (e.g., seed library, chromebooks, experience packs, park passes, etc.)
	3. Use of space	Use, maintain, and improve the physical libraries to be welcoming to users and promote regular usage. Also improve accessibility for all users.
	4. Financial	Obtain and maximize additional funding from the Township and available grant programs to support the above objectives. Focus funding requests on highest priority areas and ensure responsible oversight of spending decisions.
	5. Online promotion and visibility	Ensure our presence online is serving users and advancing the goal to be more visible and relevant.

DRAFT

Our Strengths:

- Access to office equipment and software (fax, photocopier, printer, scanner, laminator, current computers, free wifi)
- Staff are EXCEL graduates (certificate in small library management)
- Dedicated board members
- Good and supportive municipal staff
- Resource Mate (ILS automated cataloging)
- Technology Supports
- Great collections
- Interesting programs
- Community Support
- InterLibrary Loan
- Exam Invigilation
- Improved communications with municipality
- Two accessible buildings
- Accessible keyboards, Daisy Reader, Daisy CD books, talking and audio books, C-pen readers, Chromebooks, Yeti microphones.
- Overdrive (ebooks, audio and magazines)
- safe public spaces
- Community partnerships

Our Weaknesses:

- Branch locations (general visibility)
- Lack of signage (New sign for Madawaska $1300)
- Lack of space
- Community not engaged
- Limited hours
- Vast geographic service area

Opportunities:

- Little free libraries
- New partnerships
- Re-engage past/current partnerships
- Adult education
- “Baby boom” & influx of new residents
- Increase visibility of branches
- Promotion of collections and programs
- Online promotion of locations, programs, collections
- Supportive Municipal council
- Accreditation (may expand funding opportunities)

Threats:

- Provincial/municipal cuts
- Declining population
- Business decline
- Youth leaving the area
- Lack of employment
- Lack of housing
- Library taken for granted
- Public perception (libraries are irrelevant, everything is online)

DRAFT

Mission, Vision and Values

Vision Statement

To position the library as a visible community hub that uses innovative, flexible, and inclusive approaches to service delivery that reflect the diverse needs of the Township of South Algonquin.

Mission Statement

The mission of the Township of South Algonquin Public Library is to provide comprehensive services to the highest degree possible within available resources to all users.

Underlying Values

1. Responsiveness to users
2. Accessible to all users
3. Intellectual freedom for users
4. Responsible governance

Date of Last Review: April 6th 2021
Chairperson: Vicki Forward

Approval Date: March 27th 2023
CEO: Charlene Alexander