SOUTH ALGONQUIN PUBLIC LIBRARY (SAPL)
REGULAR MEETING OF THE BOARD
April 19th 2022 7 pm
AGENDA

1. Land Acknowledgement: We acknowledge that we are gathered on the unceded traditional territory of the Omaamiwininii Anishinaabeg (the Algonquin people). We acknowledge that the Algonquin people have been stewards of this land since time immemorial and as such we treat the land, its plants, animals, stories and people with honour and respect. Today, this land is home to Indigenous people from across Turtle Island, as well as many non-Indigenous peoples, and we acknowledge the shared opportunity to live and work within this beautiful territory. All my relations. Chi-miigwetch.
2. Call to Order
3. Approval of Agenda
4. Approval of Minutes: **March 15th 2022**
5. Report of the Chairperson:
6. Business Arising from the Minutes
   6.1. OTF: grant was completed and submitted.
   6.2. Fridge Magnets:
   6.3. Outreach & Survey: Direct mailing to patrons, businesses, and community groups. Include link to online survey in Township summer newsletter, and on Facebook page & website.
   6.4. Plan for communicating new hours to the public
7. New Business
8. Reports
   8.1. Finance: Approval of Outstanding Accounts
   8.2. Librarian's Reports
   8.3. Council Report
9. Governance
   9.1. Policy:
   9.2. Strategic Planning/Strategic Doing: meeting March 1st, next March 22nd 2022.
10. Programming:
    10.1 Author/Book Talks: Kevin Callan Speaking Tour – May 18th 2022, 7 pm Adam Shoalts - Fall 2022.
    10.2 TD Summer Reading Program and Story Walk – we are registered for the program and materials.
    10.2 Other ideas/suggestions: Michael Dumas

11. Correspondence:
12. Any Other Business
13. In Camera / Out of Camera
14. Next meeting: May 17th 2022, Madawaska Hall
15. Adjournment

Township of South Algonquin Public Library
Minutes of the Meeting Held
March 15th, 2022 7:00pm Virtual Zoom Meeting

Present: Elaine Hare, Jeff Bowman, Sharon Florent, Vicki Forward, Sarah Ennor **Staff:** Charlene Alexander
Regrets: Cynthia Haskin, Carol Peterson, Rose Jessup **Absent:** Councillor Dave Harper

1. Land Acknowledgement

2. **Call to Order:** 7:02pm

3. **Motion # 2022-18**
   Moved by – Sarah Ennor Seconded by – Vicki Forward
   To approve the agenda. Carried

4. **Motion # 2022-19**
   Moved by – Sarah Ennor Seconded by – Sharon Florent
   To approve the minutes of **February 15th, 2022** Carried

5. **Report of the Chair: none**

6. Business Arising

6.1. OTF: The Resilient Communities Fund: Awaiting approval. The next round of OTF The Resilient Communities Fund opens March 6th. Discussed the idea of starting a Good Food Box program. Charlene will investigate this.

6.2. **Budget:** Budget was approved without amendments.

6.3. **HVAC Whitney:** Jade Air purifier system has been installed.

6.4. Fridge Magnets: discussed new service hours.

7. New Business:

8. Reports

8.1 Outstanding Accounts:
Motion # 2022-20
Moved by – Elaine Hare Seconded by – Sarah Ennor
To approve outstanding accounts. ($250) Carried

8.3 Council report: none

9 Governance: Strategic Planning meeting March 22nd 2022 7 pm zoom

10 Programming:

10.1 **Author/Book Talks:** Kevin Callan Speaking Tour - April 2022 Adam Shoalts - Fall 2022.

10.2 **March Break virtual magic show** – March 16th 1pm

10.3 **TD Summer Reading Program and Story Walk** – we are registered for the program and materials.

10.4 **Frank Kuiack documentary** – no updates

Next Meeting: April 19th 2022 @ 7:00 PM

Motion # 2022-21
Moved by – Sarah Ennor Seconded by – Jeff Bowman
To adjourn 8:35pm Carried

_____Chairperson _____Secretary/CEO

Township of South Algonquin - Monthly Stats

Mar/2022 Stats

	Whitney	Madawaska	Combined
Head Count	90	72	
Circulation	130	52	
Web Opac	0	0	
Curbside	4	0	
WIFI_in Library	26	32	
Inter Library Loans	10	2	
New Members	3	2	
Print/fax/copy	5	2	
Reference	0	0	
Tech/media/software support	0	1	
time spent on above requests	0	10	
other requests	0	0	
Programs	0	0	
Outstanding Accounts			$1,686.33
Over drive users			27
Overdrive circulation			167
time spent on above requests		0	
non members users		0	

TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY

BILLS FOR PAYMENT

Apr-22

INVOICE #	LIBRARY:	DETAILS	AMOUNT	TAX
JAYMN0003048	820	Resource Mate: support, e-patron and Web opac annual fees.	$494.94	$56.94
JAYMN0003049	820	Resource Mate: support, e-patron and Web opac annual fees.	$494.94	$56.94
ART0181030	590 Whitney	J. Appleseed: junior fiction and non-fiction books.	$131.78	$6.28
58438/54510	690 Both	Access copyright annual licensing fee	$113.00	$13.00
X464016	590 Whitney	Copper Beech: junior fiction and non-fiction books.	$196.78	$9.37
A209266	590 Whitney	Smart Apple Media: junior fiction and non-fiction books.	$254.89	$12.14
	TOTAL		**$1,686.33**	**$154.67**

Date: _____

Librarian Approval: _____

Motion # 2022-

Moved by – Seconded by –

To approve the outstanding account.

Invoice No.	**JAYMN0003048**
Date	**3/25/2022**
Customer ID.	**17367-416808**
Page	**1 of 1**

Resource MATE
Your Library Automation Solution

Bill To

Township of South Algonquin Public Library Whitney, ON
Alexander, Charlene
P O Box 208
Whitney, ON K0J 2M0
Canada

Ship To

P O Box 208
Whitney, ON K0J 2M0
Canada

Contract/Project Number	Purchase Order	Payment Terms	Currency
		Due Upon Receipt	HARRIS-C$

Item No	Description	Quantity	Unit Price	Amount
FP76	Support Essential Plus: June 2022 to May 2023	1.00	140.00	140.00
WOPAC01	Hosted Web OPAC with Daily Update - annual fee: June 2022 to May 2023	1.00	199.00	199.00
RMEPV	eBook Patron Validation - one year: July 2022 to July 2023	1.00	99.00	99.00

Subtotal	438.00
Misc	0.00
Taxes	56.94
Freight	0.00
Total	494.94

Remit To: Jaywil Software Development Inc.
dba ResourceMate,
a Division of N Harris Computer Corp.
c/o 919180, PO Box 4090 STN A
TORONTO, ON M5W 0E9

Invoice Questions? Please call 1-888-847-7747 OR e-mail ar_hlg@harriscomputer.com

Thank you for your business!

Invoice No.	**JAYMN0003049**
Date	**3/25/2022**
Customer ID.	**17368-434200**
Page	**1 of 1**

Resource MATE
Your Library Automation Solution

Bill To
Township of South Algonquin Public Library
Whitney, ON K0J 2M0

Ship To
Township of South Algonquin Public Library
Whitney, ON K0J 2M0

Contract/Project Number	Purchase Order	Payment Terms	Currency
		Due Upon Receipt	HARRIS-C$

Item No	Description	Quantity	Unit Price	Amount
FP76	Support Essential Plus: June 2022 to May 2023	1.00	140.00	140.00
WOPAC01	Hosted Web OPAC with Daily Update - annual fee: June 2022 to May 2023	1.00	199.00	199.00
RMEPV	eBook Patron Validation - one year: July 2022 to July 2023	1.00	99.00	99.00

Subtotal	438.00
Misc	0.00
Taxes	56.94
Freight	0.00
Total	494.94

Remit To: Jaywil Software Development Inc.
dba ResourceMate,
a Division of N Harris Computer Corp.
c/o 919180, PO Box 4090 STN A
TORONTO, ON M5W 0E9

Invoice Questions? Please call 1-888-847-7747 OR e-mail ar_hlg@harriscomputer.com

Thank you for your business!

SMART APPLE MEDIA

Smart Apple Media
P.O. Box 339
Collingwood, Ontario, L9Y 3Z7
Sales - Phone: 1-800-465-8917
Sales - Fax: 1-877-213-2077

QUOTE

Date: 03/24/22

Order: A209266

Sold
To: South Algonquin Public Library
33 Medical Centre Rd
P.O. Box 208
Whitney, ON K0J 2M0
Canada

Ship
To: South Algonquin Public Library
Attn:Charlene Alexander
33 Medical Centre Rd
P.O. Box 208
Whitney, ON K0J 2M0
Canada

Customer ID C191209
SalesPerson Karen Lageer
Order Class WEB

Customer ID C191209
P.O. Number

Item No.	Description	Quantity	List Price	Disc. %	Total Price
9781541581555	#MeToo and You	1	42.00	30	29.40
9781678200947	Teen Guide to Managing Stress and Anxiety	1	47.95	30	33.57
9781678201746	Teen Guide to Financial Literacy	1	47.95	30	33.57
9781459827394	Tell	1	10.95	30	7.67
9781459826427	90 Days of Different	1	14.95	30	10.47
9781459828360	Perfect Likeness, A: Two Novellas	1	19.95	30	13.97
9781728403182	Crayola Colorful STEAM Activities	1	33.00	30	23.10
9781728403175	Crayola Nature STEAM Activitie s	1	33.00	30	23.10
9781728403199	Crayola Rainy-Day STEAM Activities	1	33.00	30	23.10
9781728403205	Crayola Super Simple STEAM Act ivities	1	33.00	30	23.10
9781541579149	Classified: The Secret Career	1	31.00	30	21.70

Total Number of Books	Amount Subject to Sales Tax	Amount Exempt from Sales Tax
11	242.75	0.00

Tax Breakdown:

HST	31.56
HST Rebate	-19.42

Subtotal:	242.75
Freight:	0.00
Total Tax:	12.14
Total:	254.89

Tax Reg. N 895522951

A Division of Saunders Office and School Supplies L
P.O. Box 129
Collingwood, ON, L9Y 3Z4
Accounts - Phone: 1-866-575-5007
Accounts - Fax: 1-877-856-1040
Sales - Phone: 1-866-575-5007
Sales - Fax: 1-877-856-1040

J.Appleseed
Books for your Classroom Library

INVOICE ART0181030

DATE 04/13/22

Bill To: South Algonquin Public Library
Attn:Charlene Alexander
33 Medical Centre Rd
P.O. Box 208
Whitney, ON K0J 2M0
Canada

Sell To: South Algonquin Public Library
Attn:Charlene Alexander
33 Medical Centre Rd
P.O. Box 208
Whitney, ON K0J 2M0
Canada

Cancel Back Order: No

OUR ORDER NO.	SHIPPED VIA	PURCHASE ORDER NO.	SALESPERSON	BILL-TO CODE	SELL-TO CODE
J347814	BEST	CHARLENE ALEXANDER	Kathy MacGregor	C191209	C191209

	PRODUCT	QTY SHIP	BACK ORDER	ST	DISC %	LIST PRICE	NET PRICE	EXTENSION
9781728414195	pb NBA and WNBA Finals: Bas	1.0			30	13.50	9.45	9.45
9781728414201	pb Stanley Cup Finals: H	1.0			30	13.50	9.45	9.45
9781773083780	pb Indigenous Peoples in Arts		1.0	3	30	13.95		
9781773083797	pb Indigenous Peoples in		1.0	3	30	13.95		
9781773083803	pb Indigenous Peoples in Sport	1.0			30	13.95	9.77	9.77
9781773083810	pb Indigenous Peoples in the		1.0	3	30	13.95		
9781728423845	Crayola STEAM Teams	1.0			30	13.50	9.45	9.45
9781728423838	Crayola Art of Coding	1.0			30	13.50	9.45	9.45
9781728412870	A Light in the Darkness	1.0			30	15.00	10.50	10.50
9781541586925	The Accursed Inheritance of He	1.0			30	15.00	10.50	10.50
9781728420141	The Winter of Walking Stone	1.0			30	15.00	10.50	10.50
9781459826984	Alien Road	1.0			30	10.95	7.67	7.67
9781459833098	Another Miserable Love Song	1.0			30	10.95	7.67	7.67
9781631635137	Great Unicorn Race,The: Book	1.0			30	7.50	5.25	5.25
9781631635052	Starberry Magic: Book 6	1.0			30	7.50	5.25	5.25
9781631635014	Unique Unicorn: Book 5	1.0			30	7.50	5.25	5.25
9781459821903	Bones	1.0			30	10.95	7.67	7.67
9781459827356	Cabin Girl	1.0			30	10.95	7.67	7.67

Tax Breakdown:
HST 16.32
HST Rebate -10.04

Tax Registration No.: 895522951

SUBTOTAL:	125.50
TOTAL TAX:	6.28
INV. DISCOUNT:	0.00

1. NOT YET PUBLISHED 2. OUT OF PRINT - CANCELLED 3. OUT OF STOCK - CANCELLED
4. OUT OF STOCK - WILL SHIP 4-6 WEEKS 5. NO CANADIAN RIGHTS - CANCELLED
6. NOT OUR PUBLICATION 7. PUBLICATION CANCELLED 8. REPRINT 9. PUBLICATION DELAYED

Visit our website at www.classroomfriendly.ca to see more selections!
E-Mail: info@classroomfriendly.ca

TOTAL BOOKS 15

TOTAL **131.78**

TERMS: NET DUE 30 DAYS

Access Copyright
69 Yonge Street, Suite 1100
Toronto, Ontario M5E 1K3
P: 416 868 1620
F: 416 868 1621
TF: 1 800 893 5777
www.accesscopyright.ca

Invoice

Licensee: Twp of South Algonquin Public Library
Box 208
Whitney, Ontario K0J 2M0
Canada

Attn: Alexander, Charlene

Invoice / Ref #: 58438 / 54510
Licence #: CM00120853
Date Issued: 16-MAR-22

Licensee #: 51554
Licence Term: 01-JAN-22..31-DEC-22
Billing Period: 01-JAN-22..31-DEC-22
Due Date: 16 APR 2022

Description - Licence Fees		**Amount**
2.00 Photocopier(s) for population 0-4,999 at $50.00	$	100.00
Subtotal	$	100.00
HST #R122997059	$	13.00
Total Due:	$	113.00

Thank you for your business. Please remit payment to: Access Copyright by the **Due Date** indicated above.

Overdue payments will bear **interest charges** from the due date until payment is received in accordance with the Terms and Conditions of Licensing Agreement with Access Copyright.

Please reference Invoice Number 58438 / 54510 on your cheque

If you wish to pay by e-transfer (Canadian payments only up to a maximum of $10,000), please submit your payment to arlink@accesscopyright.ca Please reference your invoice number in the comments section

Copper Beech
P.O. Box 95
Collingwood, ON, L9Y 3Z4
Sales - Phone: 1-800-280-2138
Sales - Fax: 1-877-762-2291

QUOTE

Date: 03/11/22

Order: X464016

Sold
To: South Algonquin Public Library
33 Medical Centre Rd
P.O. Box 208
Whitney, ON K0J 2M0
Canada

Ship
To: South Algonquin Public Library
Attn:Charlene Alexander
33 Medical Centre Rd
P.O. Box 208
Whitney, ON K0J 2M0
Canada

Customer ID C191209
SalesPerson Vikki Britton
Order Class VPR

Customer ID C191209
P.O. Number CHARLENE ALEXANDER

Item No.	Description	Quantity	List Price	Disc. %	Total Price
9781541554832	Aladdin Idea Lab	1	33.00	30	23.10
9781541554825	Big Hero 6 Idea Lab	1	33.00	30	23.10
9781541554795	Coco Idea Lab	1	33.00	30	23.10
9781541554856	Lion King Idea Lab	1	33.00	30	23.10
9781541554801	Moana Idea Lab	1	33.00	30	23.10
9781459826625	The Crosswood	1	10.95	30	7.67
9781459825505	Little You / Gidagaashiinh	1	19.95	30	13.97
9781459825390	My Heart Fills With Happin	1	19.95	30	13.97
9781459827417	pb Snitch	1	10.95	30	7.67
9781459827400	Viral	1	10.95	30	7.67
9781635830651	A Dragonbird in the Fern	1	15.00	30	10.50
9781459824393	The Stone of Sorrow	1	14.95	30	10.47

Total Number of Books	Amount Subject to Sales Tax	Amount Exempt from Sales Tax
12	187.42	0.00

Tax Breakdown:

HST	24.36
HST Rebate	-14.99

Subtotal:	187.42
Freight:	0.00
Total Tax:	9.37
Total:	196.79

Tax Reg. N 895522951

Account # / Description Date	Source	Transaction Description	Account Class Sub	Pd	Batch	Tr Amount	Balance Forward Balance
11-1400 - Bank Library			Asset				2,107.13
3/25/2022	Transfer	Desj Library Cheq to CIBC Library	GL	3	00074	2,107.13 Cr	0.00
					Net Total:	2,107.13 Cr	

Net Change:	2,107.13 Cr
Annual Budget:	0.00
YTD Committed:	0.00

11-1450 - Bank Library Fundraising			Asset				1,897.25
3/25/2022	Transfer	Desj Library Fundraising to CIBC Library	GL	3	00074	1,897.25 Cr	0.00
					Net Total:	1,897.25 Cr	

Net Change:	1,897.25 Cr
Annual Budget:	0.00
YTD Committed:	0.00

Accounts Printed: 2

Township of South Algonquin
Library Chequing Account
31-03-2022

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

Township of South Algonquin
Library Fundraising Account
31-03-2022

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

CIBC Account Statement

THE CORPORATION OF THE TOWNSHIP OF
SOUTH ALGONQUIN - LIBRARY ACCOUNT

For Mar 1 to Mar 31, 2022

Account number
96-79618

Branch transit number
00186

The names shown are based on our current records, as of April 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 Mar 1, 2022		$0.00
Withdrawals	-	3.50
Deposits	+	4,002.58
Closing balance on Mar 31, 2022	=	**$3,999.08**

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 ($)
Mar 1	**Opening balance**			**$0.00**
Mar 14	MISC PAYMENT DESJARDINS LIBR CORPORATION OF THE TOWNSHIP OF		1,896.35	1,896.35
	MISC PAYMENT DESJARDINS LIBR CORPORATION OF THE TOWNSHIP OF		2,106.23	4,002.58
Mar 31	PAPER STMNT FEE PER STATEMENT 1.0	3.50		3,999.08
	Closing balance			**$3,999.08**

Important: This statement will be considered correct if you do not report errors, omissions or irregularities in entries and balances to CIBC in writing within 30 days from last date of the statement period covered by a previously issued regular statement where such period included the date the entry was, or should have been, posted.

This rule does not apply to improper credits to your account. Your rights under your business account operation agreement to verify and notify CIBC of account errors, omissions or irregularities do not apply to this statement which is for information or replacement purposes only.

***Foreign Currency Conversion Fee:**
If you withdraw foreign currency from a bank machine located outside Canada, you are charged the same conversion rate CIBC is required to pay plus an administration fee, which is disclosed in the CIBC's current *Business Account Service Fees* brochure, a copy of which is available at any CIBC branch in Canada (this is in addition to any transaction fee applicable to the withdrawal and the network fee).

™ Trademark of CIBC
® Registered trademark of CIBC
Interac® is a trademark of Interac Inc.; CIBC authorized user of the mark

Account # / Description Date	Source	Transaction Description	Account Class Sub	Pd	Batch	Tr Amount	Balance Forward Balance
11-1306 - CIBC Library Bank Account			Asset				0.00
3/25/2022	Transfer	Desj Library Cheq to CIBC Library	GL	3	00074	2,106.23	2,106.23
3/25/2022	Transfer	Desj Library Fundraising to CIBC Library	GL	3	00074	1,896.35	4,002.58
3/31/2022	Fee	Paper Statement Fee	GL	3	00108	3.50 Cr	3,999.08
					Net Total:	3,999.08	

Net Change:	3,999.08
Annual Budget:	0.00
YTD Committed:	0.00

Accounts Printed: 1

Township of South Algonquin
Library Chequing Account
31-03-2022

Cleared Bank Balance:	3999.08
Add: Outstanding Deposits	0
Less: Outstanding Cheques	0
Ending Balance:	3999.08
G/L Balance:	3999.08
Difference (should be $0):	0