TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY (SAPL)
AGENDA - REGULAR MEETING OF THE BOARD
April 28th, 2026, 6 pm Madawaska Branch/Online

Land Acknowledgement:

Call to Order

1. **Approval of Agenda** *Motion Required*
2. **Approval of Minutes:** *Motion Required:* March 24th, 2026
3. **Report of the Chairperson:**
4. **Business Arising from the Minutes**
   - 4.1. **Astronomy in Action program 2026 –** June 9th school gym - 1pm students, 7 pm public.
   - 4.2. **'Snakes and the Research Done on Them in Algonquin Park':** May 14th 11am school gym - students, July 4th 12pm Lester Smith Community Centre- public.
5. **New Business:**

6. Reports

- 6.1. **Finance:** *Action:* Review of the bank statements. March $3516.69
- 6.2. **Librarian's Report:** *Action:* Review and discuss librarian's and statistical reports.
- 6.3. **Council Report:**

7. **Governance**
   - 7.1. **Policy:**
   - 7.2. **Strategic Planning/Strategic Doing***: Draft* MOU update.
   - 7.3. **Canada Post Community Grant:** Application submitted.

8. **Correspondence:**
9. **Any Other Business:**
   - 9.1. Mr. Shillington - potential speaker
   - 9.2. Sean Conway
10. **In-Camera/Out of Camera:**

11. Next meeting: May 26th, 2026, 6 pm Whitney Branch/Online

12. Adjournment: *Action: Motion Required*

Township of South Algonquin Public Library
Minutes of the Meeting Held
March 24th, 2026, 6pm Whitney Branch/Online

Attendees: Rose Jessup, Councillor Laurie Siydock, Vicki Forward, Elaine Hare and Sarah Ennor
Staff: Charlene Alexander, Cynthia Haskin
Land Acknowledgement: Charlene Alexander
As the light returns and the Madawaska River begins to flow again, we gather on the traditional, unceded territory of the Algonquin Peoples. We honor their ancestral connection to these lands and their millennia of stewardship. In the spirit of the Spring Equinox and the season of renewal, we offer our Community Seed Library as a tribute to the cycle of growth and the shared responsibility of nourishing this land. We commit to moving forward in a spirit of reconciliation, respect, and gratitude for the original caretakers of this territory.

Call to Order: 6:03 pm

1. **Motion # 2026-11**

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

2. **Motion # 2026-12**

Moved – Rose Jessup Seconded – Sarah Ennor/To approve the minutes of February 24th, 2026, Carried

3. **Report of the Chair:** none
4. **Business Arising from the Minutes**
   - 4.1. **Astronomy in Action program 2026 –** June 9th 1pm students, 7 pm public.
   - 4.2. **Jackie Findlay Library Board Nomination:** Jackie Findlay has been nominated by council to the board. She will complete a VSC. Invite Jackie to start attending meetings as a guest.
5. **New Business:**
   - 5.1. 'Snakes and the Research Done on Them in Algonquin Park' Program: Charlene Alexander is working with Drayke Evans to organize this program. A presentation at the Whitney school in May and a presentation during the Canada Day celebrations on Saturday, July 4th at the Whitney Community Centre. The library will offer a $100 honorarium for each presentation.
6. **Reports**
   - 6.1. **Finance:** Action: Review of the bank statements. February $3509.69
   - 6.2. **Librarian Reports**: Reviewed and discussed reports.
   - 6.3. **Council Report:** Announced that she will not be running for council again in the fall.
7. **Governance**
   - 7.1. **Policy: none**
   - 7.2. **Strategic Planning/Strategic Doing**: Sarah Ennor and Charlene Alexander continue to work on the draft MOU and are making progress.
   - 7.3. **Canada Post Community Grant:** Application submitted.
8. **Correspondence: none**
9. **Any Other Business:** Discussed holding a fill a bag for $2 used book sale to help clear the used book shelves.
10. **In-Camera/Out of Camera:**
11. **Next Meeting**: April 28th, 2026, 6pm Madawaska Branch/Online
12. **Adjournment**

    Motion #2026-13

    Moved by – Sarah Ennor Seconded by – Elaine Hare /To adjourn 6:43 pm/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
- Downloading, completing, and submitting online forms
- Providing readers' advisory services
- Assisted with one ETA travel documents
- Assisted with renewing a passport online
- Assisted with unlocking a Facebook account.
- Assisted with updating a resume
- Assisted with obtaining a birth certificate for a deceased person
- Discussed fraud and scam prevention with an elderly patron
- Showed a patron how to unsubscribe from email newsletters and how to delete emails
- Showed a patron how to download and use Google drive on an iPhone. Helped transfer photos from phone to drive.

Other Tasks:

- Set up and takedown of seasonal and monthly library displays.
- Ordered new books
- Processed new books and shelved.
- 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. 42 posts
- Updated and maintained the library website
- Ongoing book sales
- Shoveled snow from ramp, stairs & entrance, spread salt as needed
- Checked books in and out and completed shelving duties
- Maintained daily stats
- Reported salt damage to stairs, ramp and landing and large hole forming at base of stairs to the custodian and the works superintendent
- Promoted new books on social media
- Promoted Virtual author talks in library and on social media.
- Organized and advertised a Fill a Bag for a Toonie book sale every Saturday in April, I have sold four bags of books. Received $15

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

- School Visits: Three bi-weekly class visits continued
- Daycare Visits: Occasional
- Author Visit – Adam Shoalts: Scheduled for Sunday, April 19, 1pm Madawaska Community Centre

- Snakes and the Research done on them in Algonquin Park: May 14th 11am school gym - students, July 4th 12pm Lester Smith Community Centre- public.
- Astronomy in Action: June 9th. 1pm students, 7 pm public. School gym

Program Summary – Adam Shoalts Book Talk: *Vanished Beyond the Map*
Date: April 19, 2026
Time: 1:00 PM (2-hour program)
Attendance: 96
Feedback Forms Collected: 25
Donations Collected: $410.00
Promotion Sources:
Friend (3), Bancroft Field Naturalists Club (2), Bancroft newspaper (3), Madawaska Valley Public Library (2), Facebook (2), Valley Net (1), In-library posters (3), North Hastings Public Library – Bancroft (1), Community posters (2), Barry's Bay Health Centre (1)
Audience Reach:
Attendees traveled from a wide geographic area including Bancroft, Madoc, Huntsville, Petawawa, Pembroke, Renfrew, Killaloe, Madawaska, Whitney, Barry's Bay, Eganville, Lake St. Peter, Montreal, Round Lake Centre, Quadeville, and Combermere and beyond.
Satisfaction Ratings:
- Program met expectations: 24 Excellent, 1 Good
- Program content: 24 Excellent, 1 Good
- Fun factor: 24 Excellent, 1 Good
- Educational/Literary value: 23 Excellent, 2 Good
- Presenter communication: 25 Excellent
- Space/venue: 22 Excellent, 2 Good, 1 Satisfactory
- Time/date convenience: 23 Excellent, 2 Good
- Overall rating: 25 Excellent
- No negative ("Poor" or "Fair") responses received

Library Impact:
- Used library resources/borrowed materials: Yes (7), No (11)
- Would recommend program: Yes (19), No (1)

Participant Feedback (Summary):
- Extremely positive overall response
- Presenter described as engaging, inspiring, and personable
- Strong interest in repeat visits and similar speakers

Suggestions for Improvement:
- Increase availability of hardcover books for sale
- Improve speaker visibility (use of stage)

Suggestions for Future Programming:
- Photography programs (2 requests)
- Hiking/outdoor programs
- Return visit from Adam Shoalts or similar speakers

Additional Comments: Keep the programs coming please. Adam is a wonderful person sharing his optimism, humour, and sense of adventure. Bravo. Thank you so much. Have Adam return after his next trip, thank you for hosting this

event. Thank you x 7. Please get Adam back again. Fantastic speaker. Adam is incredibly well spoken – a naturel! Very inspiring. Adam's presentation was uplifting, empowering and exciting. Bring him back please. Fantastic. Excellent, Thank You. Loved it. It was great!. Very inspiring and engaging, Adam took the time to speak with many people and sign books, his perspective of always finding the silver lining was refreshing.

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

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

- Assisted patrons with scanning, emailing, faxing, and printing documents.
- Assisted patrons with computer use and technology questions.

Other tasks

- Maintained daily statistical records
- Circulated materials (check-in/check-out) and completed shelving
- Organized and tidied shelves; conducted some collection weeding
- Cleared snow from the entrance as needed
- Monitored washroom cleanliness
- Created and scheduled social media posts
- Completed book order selections for review and purchasing
- Received and processed new materials for shelving
- Seed display is set up and operational, with initial patron engagement
- Little Library installation scheduled in two days; stocking to begin immediately following setup

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

- Hosted the first Saturday Book Sale, with two attendees

Governance ● **Responsive ● Governance**

- Continued weekly check-ins with Charlene via phone and email

Township of South Algonquin Libraries Monthly Stats					
April 2026	Whitney			Madawaska	
	Feb	Mar		Feb	Mar
Head Count	166	150		83	91
School/daycare visit headcount	52	63		0	0
Program headcount	0	0		0	0
Circulation	432	392		101	160
Activity Kits (includes Park passes)	9	8		0	2
Device	7	20		1	0
Computer users	16	14		16	23
Inter Library Loans	24	8		0	1
New Members	0	1		2	0
Print/fax/copy	32	19		5	13
Reference/Reader's Advisory	159	97		4	28
Tech/media/software support	14	14		3	5
minutes spent on above requests	815	480		41	65
In Library Use	58	70		28	29
Over drive users/both branches	23	18			0
Overdrive circulation/both branches	135	76			0
non members users	12	8		6	8
seed library	0	38		2	0
Head Count by Day					
Tuesday	0	0		30	33
Wednesday	65	50		0	0
Thursday	70	79		26	35
Saturday	31	21		27	91

Transaction and balance statement report

Company name: CORP OF THE TWN C
SOUTHALGONQUIN

Library Board

001869679618 CAD

Transaction and balance details

Date	Description	Debit amount	Credit amount	Balance
Mar 01, 2026	**Opening balance**			**3,509.69**
Mar 04, 2026	CREDIT MEMO INT @ 2.6000% CIBC-AUTOMATED INTEREST SYST		7.00	3,516.69
Mar 31, 2026	**Closing balance**			**3,516.69**
	Total value		7.00	
	Total count	0	1	