TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY (SAPL)
AGENDA - REGULAR MEETING OF THE BOARD
May 27th, 2025, 7pm Madawaska Branch/Online

Land Acknowledgement: Roots and Responsibility Reflection Activity

As we acknowledge the traditional territories we are on, let's take a moment to reflect more deeply on what it means to be in relationship with this land and its original stewards.

Call to Order

1. **Approval of Agenda** *Motion Required*
2. **Approval of Minutes:** *Motion Required:* **April 22nd, 2025**
3. **Report of the Chairperson:**
4. **Business Arising from the Minutes**
   - 4.1. **DVD Collection Refresh:** Both branches have begun removing old, uncirculated DVDs from the collections. The CEO spoke with the owner of Howard's Pawn Shop in Pembroke; he is keen to trade with us.
   - 4.2. **Board Assemblies Spring Meeting:** Jeff Bowman will not be able to attend due to a scheduling conflict.
   - **4.3. Budget Approved as requested.**
   - **4.4. Rural Roots Conference:** The CEO followed up with four local libraries regarding the possibility of shared transportation to the Rural Roots Conference. None of these libraries are attending, so ride sharing is not an option for this conference this year.

5. **New Business:**

6. Reports
   - 6.1. **Finance:** *Action:* Review of the April bank statements. $3424.56
   - 6.2. **Librarian's Report:** *Action:* Review and discuss librarian's and statistical reports.
   - 6.3. **Council Report:**

7. **Governance**
   - 7.1. **Policy:** *Action A*pproval Indigenous Awareness and Respect Policy
   - 7.2. **Strategic Planning/Strategic Doing***:*
     Action: Review and Approval Library Board Brochure.
     Action: Review OLS article Can "Strong Mayors" Strengthen Libraries?

8. **Next meeting:** June 24th, 2025, Whitney Branch/Online
9. **Adjournment:** *Motion Required*

Township of South Algonquin Public Library
Minutes of the Meeting Held
April 22nd, 2025, 7pm Whitney Branch/Online

Attendees: Rose Jessup, Councillor Laurie Siydock, Jeff Bowman, Vicki Forward, Elaine Hare
Staff: Cynthia Haskin, Charlene Alexander **Regrets:** Sarah Ennor
Land Acknowledgement: Charlene Alexander
Call to Order: 6:59 pm

1. **Motion # 2025-12**

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

2. **Motion # 2025-13**

Moved – Elaine Hare Seconded – Rose Jessup /To approve the minutes of **March 25th, 2025**/Carried

3. **Report of the Chair:** No report
4. **Business Arising from the Minutes**
   4.1. Astronomy in Action Update: Planning for the June 5 *Astronomy in Action* event is underway. I have begun the permit process for after-hours school use. The event is not eligible for the Community Futures LIP grant, but our rep is exploring potential sponsorship.

   Motion # 2025-14

Moved – Elaine Hare Seconded – Jeff Bowman/Motion to transfer $1,500 from Reserves to Programming to cover advertising, fees, and promotional materials for the Astronomy in Action program/ Carried

5. **New Business:**
   5.1. **DVD Collection Refresh:** Discussed Librarians removing old, unused DVDs from the collections and taking them to Howards Pawn Shop in Pembroke and trading for newer titles.
   5.2. **Spring Board Assembly meeting –** Jeff Bowman will attend.
   5.3. **OLS Virtual Conference:** Staff – November 19th Library Board – November 20th
   Rural Roots Conference: CEO will ask other local libraries regarding shared transportation.
   5.4 **Board Member Resignation:** Jeff Bowman is resigning; his last meeting will be in June.
6. **Reports**
   6.1. **Finance:** Review of the March bank statements. $3415.28
   6.2. **Librarian Reports**: Reviewed and discussed reports. The library board is happy with the new agenda and reports.
   6.3. **Council Report:** Discussed the new Algonquin Fibre internet services. Whitney recreation has exciting news coming soon.
7. **Governance**
   7.1. **Policy:** Reviewed the Indigenous Awareness and Respect Policy. The CEO will make revisions for approval at the next meeting.
   7.2. **Strategic Planning/Strategic Doing:**
8. **Programming**
   8.1. **School Visits:** Three classes, bi-weekly **Daycare Visits:** Occasional
   8.2. **Astronomy in Action** June 5th, 2025.
   8.3. **Adam Shoalts Event:** Fall 2025.
9. **Correspondence: none**
10. **Any Other Business: none**
11. **In-Camera/Out of Camera:** none
12. **Next Meeting**: May 27th, 2025, 7pm Madawaska Branch/Online
13. **Adjournment**

    Motion # 2025-15

Moved by – Jeff Bowman Seconded by – Elaine Hare /To adjourn 8:10pm 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:

- Download, print, scan to email
- Print, Fax, Copy
- Resizing and printing wood working patterns
- Assisted with software updates on a two patron Laptops
- Taught a patron on how to save calendar events and set reminder alerts on their phone
- Assisted with the setting up of a Gmail account and an overview of Google drive
- Helped a patron download and print government forms
- Readers Advisory
- Some used book sales

Other Tasks:

- Created an Astronomy display to support the upcoming program
- New Books: Purchased, processed, added to database, displayed and shared on social media.
- Collection maintenance and review (ongoing).
- Continue weeding the DVD collection.
- Performed updates and maintenance on all computers and Chromebooks
- Social Media Posts: 35 posts created/shared. Responded to comments and messages
- Updated Website
- Prepared and submitted content and a QR code for inclusion in the Township's summer newsletter.

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

- School Visits: Two classes visit bi-weekly.
- Astronomy in Action June 5th: We have received the permit and insurance paperwork. I sent out the media release, made an event page on Facebook, put up posters and posters were sent home with students.

On May 22nd Council agreed to the transfer of funds from reserves motion.

- Adam Shoats Fall 2025

Governance ● **Responsive ● Governance**

- Prepared Agenda, minutes, and report. Attended regular monthly Library Board Meeting
- Attended monthly Township Committee meeting and compiled a report for Council.
- Attended Monthly CEO Informal Zoom Meeting
- Reviewed and submitted staff payroll to township, bi-weekly.
- Regular check-ins with Branch Librarian via phone/email
- Updating the operational manual
- Continue to work on a new format for policies
- MOU

- Prepared a Board Brochure for recruitment of volunteers with the help of The Madawaska Valley Public Library CEO.

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

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

- Assisted patrons with scanning, emailing, faxing, printing documents
- Working on new signage within Library
- New Books: processed, added to database, displayed and shared on social media.

- Created a Canada Reads book section
- Putting new spine labels on some of the older books
- Had a few book and DVD sales
- Helped patrons with their computers
- Scanned books in and out and shelved them
- Ordered interlibrary loan books
- Tiding books on shelves
- Check washrooms for cleanliness

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

Governance ● **Responsive ● Governance**

- Creating daily, weekly, monthly task charts
- Creating book list to buy books
- Attended Board Meeting and took minutes of meeting
- Weekly check-ins with Charlene by phone and email

"Roots and Responsibility" Reflection Activity

As we acknowledge the traditional territories we are on, let's take a moment to reflect more deeply on what it means to be in relationship with this land and its original stewards.

Silent Reflection
Write a brief response to one or two of the following questions:

- *What does being on this land mean to you personally?*

- *How do you benefit from this land or from being here?*

- *What is one responsibility you feel you have to the land or to its original stewards?*

- *What is something you've learned (or want to learn) about Indigenous history or presence here?*

Township of South Algonquin Libraries Monthly Stats

May 2025

	Whitney		Madawaska	
	March	April	March	April
Head Count	139	194	107	140
School/daycare visit headcount	19	56	0	0
Program headcount	5	0	0	0
Circulation	450	522	91	159
Activity Kits (includes Park passes)	5	6	0	2
Device	3	4	0	0
Computer users	12	24	19	23
Inter Library Loans	16	15	7	3
New Members	0	1	1	2
Print/fax/copy	13	20	9	7
Reference/Reader's Advisory	30	96	7	8
Tech/media/software support	10	21	3	6
minutes spent on above requests	250	730	63	76
In Library Use	25	43	23	24
Over drive users/both branches	16	18	0	0
Overdrive circulation/both branches	168	183	0	0
non members users	6	14	15	45
seed library	10	16	0	12

Head Count by Day

Tuesday	0	0	28	36
Wednesday	49	78	0	0
Thursday	62	78	39	66
Saturday	28	38	40	38

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
Apr 01, 2025	**Opening balance**			**3,415.28**
Apr 03, 2025	CREDIT MEMO INT @ 3.2000% CIBC-AUTOMATED INTEREST SYSTI		9.28	3,424.56
Apr 30, 2025	**Closing balance**			**3,424.56**
	Total value		9.28	
	Total count	0	1	

Policy Number: F2
Policy Type: Foundation
Adoption Date: April 6th 2021
Review/Revision Date: May 27th 2025
Next Review: 2029
Ontario Public Library Guidelines: Mandatory

Respect and Acknowledgement Declaration

The Township of South Algonquin Public Library understands the need to recognize and embrace the principles of Truth and Reconciliation with Ontario's Indigenous population, as outlined in the Truth and Reconciliation Commission Report.

Section 1: Declaration

With this understanding, the Township of South Algonquin Public Library acknowledges the First Peoples on whose traditional territories we live and work in. We believe that acknowledging territory shows recognition of and respect for Indigenous Peoples, both in the past and the present. We believe that recognition and respect are essential elements of establishing healthy, reciprocal relations and are key to reconciliation.

The Township of South Algonquin Public Library intends to begin all meetings and programs with a land acknowledgement. In the spirit of authenticity and respect, staff and board members may choose to offer personal acknowledgements, as appropriate and in accordance with their comfort and understanding. This may take the form of the library's official Land Acknowledgement Declaration or a personally composed statement by the speaker.

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 non-Indigenous peoples, and we acknowledge the shared opportunity to live and work within this beautiful territory.
All my relations. Chi-miigwetch

Section 2: Collection

The Township of South Algonquin Public Library will provide collections relating to Indigenous cultures, languages, and peoples, including books, audio, and video materials. Our collection will include titles by and about First Nation communities.

APRIL 29, 2025 BY KATE GRAHAM

Can 'strong mayors' strengthen libraries?

On May 1, 2025, the Ontario Government is extending 'strong mayor' powers to the heads of council in an additional 169 municipalities in Ontario. These powers were originally introduced in Toronto and Ottawa in 2022 and then to 45 additional municipalities in 2023. By May 2025, almost half of Ontario's municipalities – and the vast majority of the province's population – will live in communities with 'strong mayors' (see list of municipalities here).

What does this mean, and how will it impact Ontario's public libraries?

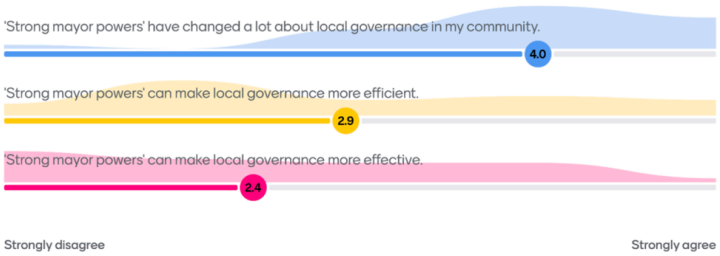
Let's start with the basics. The 'strong mayor' model comes from the United States, where municipalities operate within defined forms of local government. The term 'strong mayor' refers to a variant of the 'mayor-council' model of local government where executive authority is concentrated with the mayor. In this model, the mayor – and mayor alone – can make decisions on municipal services, staff and finances (with lots of variation between municipalities!). This is different from the 'council-manager' form where these decisions usually rest with all of council, and the mayor has just one vote. In most of Canada, municipalities generally operate with the 'council-manager' form – including in Ontario, until 2022.

Importantly, these governance models have different philosophical approaches. The council-manager form operates on the premise of *professionalism*: that the administration of local government must be managed by a professional and (generally) apolitical chief executive who remains responsible to fulfilling the goals and objectives adopted by council as a whole. The mayor-council form privileges *political representation*: the premise that the administration of government should be directed by the political will of the people as determined through an election process, and where the mayor is elected with a special community-wide mandate.

In practice, both models have strengths and weaknesses – and they produce different realities for local governance, particularly in things like relationships between the mayor and other key roles (eg. councillors, senior administrators, leaders of boards and commissions) and in processes like the budget.

This marks a significant change in local governance in Ontario – but how will it affect Ontario's public libraries? The short answer is that we don't know yet. Even in the 47 municipalities with over a year of 'strong mayor' experience, the model is new enough that how it has translated into changes in governance are still evolving. From municipality to municipality, and from mayor to mayor, the implementation of this model varies. For the 169 additional municipalities being added in May, it will take some time before the implications of this change can be observed.

In February 2025, the Ontario Library Service convened a discussion with library leaders about this new model (watch the recording on LearnHQ). The session included library CEOs, senior leaders and a few elected official board members. When asked about observations of 'strong mayor powers' and local governance, the feedback from the group was decidedly mixed. Generally the group agreed that these powers are significantly changing local governance – but there was less optimism about whether this model will translate into more effective or efficient local governance.



Perhaps the most consequential aspect for libraries of this governance change is with respect to the budget process. The mechanics of how the budget is prepared, evaluated, tabled and adopted seems to vary by community – creating a new navigational challenge for library leaders. Building a strong relationship with the mayor (and where present, the mayor's key staff) will likely emerge over time as a much higher priority for library leaders, particularly where a significant budget request is on the horizon. Where the mayor is a strong library champion, the introduction of 'strong mayor' powers may be helpful; where the mayor is not (yet?) a strong library champion, this model may pose a significant challenge.

One thing is certain: library leaders will be paying close attention to how 'strong mayors' change realities for Ontario's public libraries, creating both new challenges and potentially new opportunities (and if you're interested in sharing your own observations on this question, here is a 4 minute survey where you can do so). Taking advantage of opportunities to share lessons learned will be an important part of the collective learning ahead.

PUBLIC LIBRARY STORIES

BOARDS, CEO, GOVERNANCE, LEADERSHIP, LEGISLATION

Account	Name	Budget	Actual	Available	% Used
15-3200-0000	Grants Library-Ontario	6,464.00	0.00	6,464.00	0.00
16-6100-0400	Library Salaries And Wages	75,000.00	26,350.36	48,649.64	35.13
16-6100-0440	Library E.I.C.	2,000.00	620.23	1,379.77	31.01
16-6100-0450	Library C.P.P.	4,000.00	1,432.34	2,567.66	35.81
16-6100-0460	Library W.S.I.B.	2,500.00	923.84	1,576.16	36.95
16-6100-0470	Library E.H.T.	1,500.00	526.76	973.24	35.12
16-6100-0480	Library OMERS	6,000.00	2,394.75	3,605.25	39.91
16-6100-0540	Library Licences & Permits	110.00	0.00	110.00	0.00
16-6100-0590	Library Books	7,000.00	1,310.78	5,689.22	18.73
16-6100-0650	Library Heating	1,500.00	817.69	682.31	54.51
16-6100-0660	Library Hydro	2,800.00	1,478.28	1,321.72	52.80
16-6100-0690	Library Rental/Lease Agreement	1,000.00	522.02	477.98	52.20
16-6100-0700	Library Advertising	300.00	0.00	300.00	0.00
16-6100-0710	Library Travel	300.00	0.00	300.00	0.00
16-6100-0730	Library Conferences/Training	500.00	371.09	128.91	74.22
16-6100-0800	Library Telephone	3,600.00	1,199.46	2,400.54	33.32
16-6100-0810	Library Office Expense-Postage	175.00	0.00	175.00	0.00
16-6100-0820	Library Supplies	5,100.00	854.21	4,245.79	16.75
	Income Totals:	**$ 6,464.00**	**$ 0.00**	**$ 6,464.00**	**0.00**
	Expense Totals:	**$ 113,385.00**	**$ 38,801.81**	**$ 74,583.19**	**34.22**
	Grand Totals:	**$(106,921.00)**	**$(38,801.81)**	**$(68,119.19)**	**32.38**

Note: The items marked with ** are over budget

Do you care about library services in your community?

Are you:

- interested in making a positive difference in your community?
- enthusiastic about working with other Library Board members, CEO, and staff?
- able to attend monthly board meetings and committee meetings?
- familiar with or interested in learning about library services?
- imaginative and creative?
- willing to learn some new skills?

Do you have one or more of these attributes:

- Finance or legal skills?
- Fundraising or Programming experience?
- Previous board experience?
- Excellent communications and tech skills?
- Connections and networks in the community and beyond?

How do I apply?

The Municipal Clerk will give notice for applications for the Library Board. The new Municipal Council will appoint Library Board members at the first regular meeting of Council, or at any regular or special meeting held within 60 days after Council's first meeting.

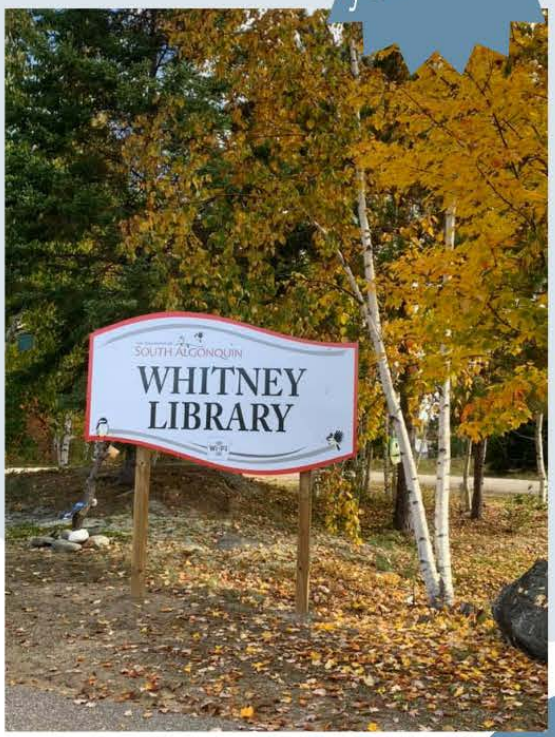
TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY

Main Branch - Whitney
Po Box 208, 33 Medical Centre Rd.
Whitney, Ontario K0J 2M0
(613)637-5471
whitneylibrary@southalgonquin.ca

Madawaska Branch
Po Box 130, 26A Major Lake Rd.
Madawaska, Ontario
613-637-1099
madawaskalibrary@southalgonquin.ca

Whitney Branch	Madawaska Branch
Wednesday 10 - 3	Tuesday 10 - 3
Thursday 12 - 7	Thursday 12 - 7
Saturday 10 - 2	Saturday 10 - 2

We want your input!



Become a Board Member

Make a difference in our community!

LEARN MORE ABOUT THE TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY BOARD

What does the Board do?

All Public Libraries in Ontario are governed by the Public Libraries Act (PLA). The Library Board makes informed decisions about the strategic planning of the Library, and how to achieve those goals, this includes:

- Strategic direction and governance, including policy development
- CEO support and oversight
- Financial stewardship, accountability and fundraising support
- Volunteer support at Library events
- Advocacy for the Library in the community and Municipal Council

How long is a Board term?

The board term is four (4) years, and coincides with the term of the Municipal Council. The newly elected Municipal Council appoints a new Library Board.

How many Board members are there?

Six - four to five community members, one Municipal representative.

When Does the Board Meet?

The SAPL Library Board meets once a month at a regular day and time. There are 10 meetings per year; the Board does not meet in July and August. Meetings may be held in-person, via Zoom or in a hybrid format. Meetings alternate between library branches. Members may participate on Board sub-committees, such as strategic planning, policy, fundraising, event planning, etc. Board members should expect to commit up to 3 - 6 hours per month.

Is the Board volunteer-based?

Library Board positions are volunteer positions, and therefore, members are not paid for their time. However, a mileage allowance is provided to travel between branches.

How is the SAPL Funded?

The majority of the operating budget for Public Libraries across Ontario comes from the municipal government, as well as, Provincial Operating Grants, other grants and fundraising. The Board supports the budgeting process by assisting the CEO with planning and requests to council, and fundraising efforts. The Board must ensure that the financial resources are available to provide Library service to the community.

Library Board members must be:

- At least 18 years old.
- A Canadian citizen or a permanent resident of Canada.
- A resident of the Township of South Algonquin
- Not employed by the Township of South Algonquin or the Township of South Algonquin Public Library