TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY (SAPL)
AGENDA - REGULAR MEETING OF THE BOARD
May 26th, 2026, 6 pm Whitney Branch/Online

Land Acknowledgement:

Call to Order

1. **Approval of Agenda** *Motion Required*
2. **Approval of Minutes:** *Motion Required:* April 28th, 2026
3. **Report of the Chairperson:**
4. **Business Arising from the Minutes**
   - 4.1. **Astronomy in Action program 2026:** The Astronomy in Action program is scheduled for June 9, 2026: 1:00 p.m. student session – Cynthia Haskin will attend, 7:00 p.m. public session – Charlene Alexander will attend
   - 4.2. **Snakes and the Research Done on Them in Algonquin Park:** School gym on May 14th had 51 attendees and was engaging and informative talk and well received by students & staff. July 4, 2026, at 12:00 p.m. at the Lester Smith Community Centre for the public - Charlene Alexander will attend.
   - 4.3. **Free Little Libraries:** The libraries have been set up for the season. Will add one more library to the 2027 budget to be installed on the book return box at the Madawaska Branch for year-round access.
   - 4.4. **Outreach Initiative:** Both branches are currently running a Borrow & Win contest for adults and early readers. Each branch has one copy of the Carly Fortune new release "Our Perfect Storm" and the board book Blankie by Ben Clanton. Contest period May 12th – June 26th. Also, since we will be at the Canada Day activities for the Snake Talk, we can consider having a used book talk or doing an activity of some sort. Our media list already includes Algonquin East, Eganville Leader, The Valley Net, The Bancroft Times (Michael Riley) and The Valley Gazette (Robert Fisher).
   - 4.5. **Payment Options for Donations, Fees and Events:** Currently the only option for these is cash only, the finance department and CAO said the costs would be quite high to add payment terminals at the library and community centres and the benefits would not outweigh the costs. The only online option is for property taxes currently. Charlene Alexander is still looking for other options, perhaps PayPal linked to the bank account. For the time being, programs will remain free for all or payment/donations in cash.
   - 4.6. **Mr. Shillington talk, How to Retire on a Low Income:** I spoke with the chair of the seniors committee to gauge interest. They are planning a multi-speaker event in September geared to seniors and said they thought this would be a good fit. I have put Mr. Shillington and Theresa Kramer in touch with each other to organize.
   - 4.7. **Local Author Sean Conway Home Ice Book Talk/Signing:** Will be held at the Madawaska branch on a Saturday afternoon in September, exact date tbd.

5. **New Business:**
   - 5.1. **Kanopy Streaming Service –** Preliminary Review attached below.

6. Reports
   - **6.1. Finance:** *Action:* Review of the bank statements. April $3524.45. Review of Quarterly Expense/Income Report.
   - 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:** Awaiting approval.

8. **Correspondence:**
9. **Any Other Business:**
10. **In-Camera/Out of Camera:**
11. **Next meeting:** June 23rd, 2026, 6 pm Madawaska Branch/Online
12. **Adjournment:** *Action: Motion Required*

Township of South Algonquin Public Library
Minutes of the Meeting Held
April 28th, 2026, 6pm Madawaska Branch/Online

Attendees: Rose Jessup, Councillor Laurie Siydock, Vicki Forward, Elaine Hare and Sarah Ennor
Staff: Charlene Alexander, Cynthia Haskin **Guest:** Jackie Findlay
Land Acknowledgement: Charlene Alexander
Call to Order: 6:07 pm

1. **Motion # 2026-14**

Moved – Elaine Hare Seconded – Sarah Ennor /To approve the agenda as amended/Carried

2. **Motion # 2026-15**

Moved – Elaine Hare Seconded – Sarah Ennor/To approve the minutes of March 24th, 2026, Carried

3. **Report of the Chair:** The Chair reported that work is underway on a promotional poster to be laminated and displayed in the park. Appreciation was extended to Sarah Ennor for providing the introduction at Adam Shoalts event.
4. **Business Arising from the Minutes**
   - 4.1. **Astronomy in Action program 2026 –** The Astronomy in Action program is scheduled for June 9, 2026: 1:00 p.m. student session – Cynthia Haskin will attend, 7:00 p.m. public session – Charlene Alexander will attend
   - 4.2 **'Snakes and the Research Done on Them in Algonquin Park':**
     The Board approved a $100 honorarium for each session.
     May 14, 2026, at 11:00 a.m. in the school gym for students – Charlene Alexander will attend.
     July 4, 2026, at 12:00 p.m. at the Lester Smith Community Centre for the public - Charlene Alexander will attend.
5. **New Business**
6. **Reports**
   - 6.1. **Finance:** Action: Review of the bank statements. March $3516.69.
   - 6.2. **Librarian Reports**: Reviewed and discussed reports. The Librarian Reports were reviewed and discussed, including feedback from the Adam Shoalts program.

Discussion items included:
Expanding year-round access to Little Free Libraries
Adding a third Little Free Library at the Madawaska Branch drop box location, to be considered in the next budget
Strategies to attract more local library members, including outreach initiatives, open houses, and expanded advertising
Adding the *Eganville Leader* to the media contact list
Exploring additional payment and donation methods beyond cash; Charlene Alexander will follow up
Considering fee structures where programs remain free for cardholders, with fees for non-cardholders
Investigating a subscription to Kanopy
Possible Authors to Invite for Talks: Gayle Clemson, Roderick Mackay (link with Railway exhibit) and Roy Mac Gregor.

   - 6.3. **Council Report:** none.
7. **Governance**
   - 7.1. **Policy: none**
   - 7.2. **Strategic Planning/Strategic Doing**: Sarah Ennor and Charlene Alexander continue to work on the draft MOU.
   - 7.3. **Canada Post Community Grant:** Application submitted. Funding decision is expected in August.
8. **Correspondence: none**
9. **Any Other Business:**
   - 9.1. **Mr. Shillington**: He has offered to do a free talk about how to retire on a low income. Charlene will follow up.
   - 9.2. **Sean Conway Book Talk:** Local author Sean Conway has written *HOME ICE*, a book about the MVDHS Wolves hockey team from 1967–1972. Mr. Conway expressed interest in hosting a book talk and signing event for the community. Charlene Alexander will follow up and coordinate the event.
10. **In-Camera/Out of Camera:** none
11. **Next Meeting**: May 26th, 2026, 6pm Whitney Branch/Online
12. **Adjournment**

    Motion #2026-16

    Moved by – Sarah Ennor Seconded by – Elaine Hare /To adjourn 7:30 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 E-transfers
- Provided an over view on how Chromebooks work
- Helped a senior to clean up their phone by deleting old call and text logs, deleting emails and unsubscribing from newsletters. Updated apps and software.
- Helped a patron to scan and digitize photo negatives
- Converted three Word documents to PDF's

Other Tasks:

- Set up and takedown of seasonal and monthly library displays.

- Ordered new books
- Processed new books and shelved.
- Maintained daily statistical records
- Circulated materials (check-in/check-out) and completed shelving
- Organized and tidied shelves; conducted some collection weeding
- 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. 45 posts
- Updated and maintained the library website
- Ongoing book sales

- Large hole at base of stairs has been repaired.
- Promoted new books on social media
- Promoted Virtual author talks in library and on social media.
- Swept stairs, landing, ramp, and patio area.

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

- School Visits: Three bi-weekly class visits continued
- Daycare Visits: Weekly (weather permitting)
- Snakes and the Research done on hem 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

- Promoted the Astronomy in Action program online, community posters, sent out the media release and created online registration form (staff use). Created a take home flyer for the students.

Governance ● **Responsive ● Governance**

- Prepared agendas, minutes, and reports; attended the regular monthly Library Board meeting
- Attended the monthly Township Committee meeting and compiled a report for Council
- Attended the monthly CEO Informal Zoom Meeting
- Attended the Spring CEO Network meeting
- Reviewed and submitted staff payroll to the Township on a bi-weekly basis

- Conducted regular check-ins with the Branch Librarian via phone and email
- Memorandum of Understanding (MOU); working on a draft with Sarah Ennor
- Canada Post Community Grants: Awaiting approval.
- Prepared submission for the Township Summer newsletter.

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
- Monitored washroom cleanliness
- Created and scheduled social media posts
- Completed book order selections for review and purchasing
- Received and processed new materials for shelving

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

- Seed display is set up and operational, with initial patron engagement
- Little Library installation scheduled in two days; stocking to begin immediately following setup

Governance ● **Responsive ● Governance**

- Continued weekly check-ins with Charlene via phone and email
- Attend monthly library board meetings
- Record the minutes during the board meeting

Kanopy Streaming Service – Preliminary Review

Kanopy was previously investigated by the library in 2020. At that time, the service was not pursued due to concerns regarding the pay-per-use pricing structure and the difficulty of predicting and controlling ongoing costs for a small rural library system.

Kanopy continues to operate primarily on a patron-driven/pay-per-use model rather than a flat annual subscription. Libraries are charged based on actual streaming activity, meaning costs increase directly with patron usage. Most public libraries manage this by assigning patrons a limited number of monthly viewing tickets and closely monitoring usage.

Our library currently has:

- **366 registered patrons** between both branches.
- A current combined annual materials budget of approximately **$7,500** for physical books and OverDrive/Libby digital collections.

Because Kanopy costs are usage-based, even modest uptake could consume a significant portion of the existing collections budget.

Estimated Budget Scenarios

Exact pricing is not publicly standardized and varies by title, but libraries generally estimate that Kanopy usage averages approximately **$1–$2 per play/ticket use** depending on content selected.

Using conservative estimates:

Annual Budget	Approximate Total Annual Uses	Average Uses Per Patron Per Year
$1,000 budget	500–1,000 uses	1.4–2.7 uses/year
$2,000 budget	1,000–2,000 uses	2.7–5.5 uses/year

Practical Interpretation

Even at a $2,000 annual budget:

- If all 366 patrons used the service equally, the library would only be able to support approximately:
  - 3–5 standard film views per patron annually.
- Usage is never evenly distributed.
  - A relatively small number of active users typically account for most streaming activities.
  - Without strict controls, costs can escalate quickly.

For this reason, libraries commonly:

- Cap monthly patron tickets
- Restrict premium content
- Monitor usage monthly
- Temporarily suspend access if budgets are exceeded

Budget Impact

A $2,000 Kanopy allocation would represent approximately:

- **27% of the library's current $7,500 collections budget**

This would need to be balanced against:

- Physical books
- Children's materials
- Replacement materials
- New acquisitions
- OverDrive/Libby eBooks and audiobooks

Overall Considerations

Kanopy is widely regarded as a high-quality streaming platform, particularly for:

- documentaries,
- educational programming,
- independent films,
- and children's content.

However, the ongoing concern repeatedly identified by small libraries is the lack of predictable fixed costs. The service generally requires active monitoring and usage caps to remain financially sustainable within small library budgets.

For a library our size, Kanopy would likely need to begin as a tightly controlled pilot project with careful, frequent monitored patron limits and a clearly defined annual spending cap.

Township of South Algonquin Libraries Monthly Stats					
May 2026	Whitney			Madawaska	
	Mar	April		Mar	April
Head Count	150	183		91	128
School/daycare visit headcount	63	83		0	0
Program headcount	0	96		0	0
Circulation	392	436		160	128
Activity Kits (includes Park passes)	8	8		2	0
Device	20	21		0	2
Computer users	14	18		23	29
Inter Library Loans	8	11		1	0
New Members	1	2		0	0
Print/fax/copy	19	23		13	15
Reference/Reader's Advisory	97	22		28	14
Tech/media/software support	14	13		5	3
minutes spent on above requests	480	495		65	95
In Library Use	70	50		29	34
Over drive users/both branches	18	19		0	0
Overdrive circulation/both branches	76	76		0	0
non members users	8	26		8	36
seed library	38	50		0	14
Head Count by Day					
Tuesday	0	0		33	27
Wednesday	50	78		0	0
Thursday	79	85		35	59
Saturday	21	20		91	42

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
Apr 01, 2026	**Opening balance**			**3,516.69**
Apr 06, 2026	CREDIT MEMO INT @ 2.6000% CIBC-AUTOMATED INTEREST SYST		7.76	3,524.45
Apr 30, 2026	**Closing balance**			**3,524.45**
	Total value		7.76	
	Total count	0	1	

Account	Name	Budget	Actual	Available	% Used	
14-1102-0000	Municipal Tax	2,884,612.00	0.00	2,884,612.00	0.00	
14-1200-0000	Interest On Taxes	35,000.00	12,304.54	22,695.46	35.16	
15-1005-0000	Payment In Lieu	103,379.00	0.00	103,379.00	0.00	
15-2100-0000	OMPF Unconditional Grant	1,294,800.00	647,400.00	647,400.00	50.00	
15-2200-0000	Federal Grants - General	3,900.00	0.00	3,900.00	0.00	
15-2502-0000	Provincial Grants - General Government	35,000.00	0.00	35,000.00	0.00	
15-2503-0000	Provincial Grants - Transportation	38,000.00	163,000.00	(125,000.00)	428.95	**
15-2506-0000	Provincial Grants - Recreation	356,749.00	5,000.00	351,749.00	1.40	
15-2600-0000	Fees - Roads Own Fees	5,000.00	0.00	5,000.00	0.00	
15-2605-0000	Fees - Non Operational Park Maintenance	10,000.00	10,755.36	(755.36)	107.55	**
15-2610-0000	Fees - Aggregate Licenses	4,500.00	0.00	4,500.00	0.00	
15-2810-0000	Ontario Grants - Policing/ Fire	57,375.00	36,969.56	20,405.44	64.43	
15-2850-0000	Fire Department Fees	14,000.00	0.00	14,000.00	0.00	
15-2860-0000	Fire Department Short Term Rental Fees	8,000.00	2,000.00	6,000.00	25.00	
15-2900-0000	Fees - Garbage Disposal	25,000.00	3,435.00	21,565.00	13.74	
15-2960-0000	Fees- Garbage Collection	7,000.00	710.00	6,290.00	10.14	
15-2970-0000	Grant - Hazardous Waste/Landfill (HST)	2,600.00	178.61	2,421.39	6.87	
15-3000-0000	Fees & Grants - Rec - Canada	5,000.00	0.00	5,000.00	0.00	
15-3100-0000	Fees - Recreation	1,000.00	0.00	1,000.00	0.00	
15-3102-0000	Fundraising Revenue - Recreation	15,000.00	24,768.10	(9,768.10)	165.12	**
15-3200-0000	Provincial Grants- Library	8,164.00	0.00	8,164.00	0.00	
15-3300-0000	Fees - Library	100.00	0.00	100.00	0.00	
15-3400-0000	Fees - Administrative - Gen Government	15,000.00	10,088.89	4,911.11	67.26	
15-3420-0000	Fees - Short Term Rental- Gen Government	36,000.00	6,640.00	29,360.00	18.44	
15-3450-0000	Payment Adjustment Suspense Account	0.00	(44.78)	44.78	0.00	
15-3500-0000	Fees - Administrative- Gen Government(HST)	50.00	114.00	(64.00)	228.00	**
15-3600-0000	Licences & Permits-Gen Government	900.00	798.50	101.50	88.72	
15-3620-0000	Dog Licence & Dog Fees	100.00	55.00	45.00	55.00	
15-3700-0000	Building/Demolition Permits	35,000.00	6,548.00	28,452.00	18.71	
15-3750-0000	Septic Permits	12,000.00	2,950.00	9,050.00	24.58	
15-3760-0000	Building Short Term Rental Inspection Fee	10,000.00	2,500.00	7,500.00	25.00	
15-3800-0000	Rent - Resource Ctr	5,300.00	2,212.40	3,087.60	41.74	
15-3802-0000	Provincial- Seniors Community Grant	45,400.00	0.00	45,400.00	0.00	
15-3810-0000	Rent - Recreation	8,000.00	550.00	7,450.00	6.88	
15-3830-0000	Rent and Expenses- Medical Centre	16,500.00	5,510.00	10,990.00	33.39	

Account	Name	Budget	Actual	Available	% Used
16-6000-0700	Recreation Advertising	600.00	0.00	600.00	0.00
16-6000-0710	Recreation Travel	2,500.00	232.12	2,267.88	9.28
16-6000-0730	Recreat Conferences/Training	600.00	85.95	514.05	14.33
16-6000-0800	Recreation Telephone/ Internet	3,200.00	1,351.94	1,848.06	42.25
16-6000-0810	Recreat Office Exp-Postage-Madawaska	200.00	25.78	174.22	12.89
16-6000-0812	Recreation Office Exp-Postage-Whitney	100.00	30.68	69.32	30.68
16-6000-0820	Recreation Supplies-Madawaska	2,500.00	0.00	2,500.00	0.00
16-6000-0822	Recreation Supplies Whitney	7,500.00	22.35	7,477.65	0.30
16-6000-0823	Fundraising Expenses- Whitney	10,000.00	2,828.50	7,171.50	28.29
16-6000-0824	Fundraising Expenses- M & L	5,000.00	839.94	4,160.06	16.80
16-6000-0920	Recreation Programming	1,800.00	462.00	1,338.00	25.67
16-6000-0940	Recreation Cap Exp- M&L Rec	20,000.00	3,169.63	16,830.37	15.85
16-6000-0942	Recreation Cap Exp-Whitney Rec	467,335.00	9,412.82	457,922.18	2.01
16-6000-0950	Recreation Maintenance to Playgrounds	1,500.00	0.00	1,500.00	0.00
16-6000-0960	Recreation Canada Day Grant Expenses	5,000.00	0.00	5,000.00	0.00
16-6000-1809	Dock Lighting- Hydro	500.00	155.57	344.43	31.11
16-6000-1810	Dock/Boat Launch Maintenance	12,500.00	4,902.12	7,597.88	39.22
16-6100-0400	Library Salaries And Wages	75,170.00	29,011.70	46,158.30	38.59
16-6100-0440	Library E.I.C.	1,715.00	661.56	1,053.44	38.57
16-6100-0450	Library C.P.P.	4,056.00	1,576.13	2,479.87	38.86
16-6100-0460	Library W.S.I.B.	2,895.00	1,109.11	1,785.89	38.31
16-6100-0470	Library E.H.T.	1,465.00	562.09	902.91	38.37
16-6100-0480	Library OMERS	6,765.00	2,581.93	4,183.07	38.17
16-6100-0540	Library Licences & Permits	110.00	101.76	8.24	92.51
16-6100-0590	Library Books	7,500.00	2,752.21	4,747.79	36.70
16-6100-0600	Library Repairs To Building	2,000.00	133.56	1,866.44	6.68
16-6100-0640	Library Insurance	2,791.00	2,790.72	0.28	99.99
16-6100-0650	Library Heating	1,500.00	772.85	727.15	51.52
16-6100-0660	Library Hydro	2,950.00	1,352.57	1,597.43	45.85
16-6100-0670	Library Cleaning	200.00	0.00	200.00	0.00
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	93.29	206.71	31.10
16-6100-0730	Library Conferences/Training	750.00	0.00	750.00	0.00
16-6100-0800	Library Telephone	3,600.00	1,250.88	2,349.12	34.75

Account	Name	Budget	Actual	Available	% Used
16-6100-0810	Library Office Expense-Postage	175.00	0.00	175.00	0.00
16-6100-0820	Library Supplies	3,750.00	2,228.52	1,521.48	59.43
16-6300-0000	Planning & Development (Official Plan & Zoning)	30,000.00	0.00	30,000.00	0.00
16-6300-0400	Planning Wages & Salaries	10,720.00	3,433.81	7,286.19	32.03
16-6300-0440	Planning EIC	160.00	77.83	82.17	48.64
16-6300-0450	Planning CPP	465.00	196.10	268.90	42.17
16-6300-0460	Planning WSIB	415.00	131.18	283.82	31.61
16-6300-0470	Planning EHT	210.00	67.45	142.55	32.12
16-6300-0480	Planning OMERS	1,150.00	370.33	779.67	32.20
16-6300-0490	Planning Other Benefits	890.00	0.00	890.00	0.00
16-6300-0690	Planning Rental/Lease Agrement	2,200.00	931.74	1,268.26	42.35
16-6300-0700	Planning - Advertising	1,500.00	0.00	1,500.00	0.00
16-6300-0710	Planning Travel/Accomodations/Meals	1,000.00	0.00	1,000.00	0.00
16-6300-0720	Planning Association Fees	200.00	0.00	200.00	0.00
16-6300-0730	Planning Conferences/Training	1,000.00	0.00	1,000.00	0.00
16-6300-0820	Planning Supplies	500.00	0.00	500.00	0.00
16-6300-0840	Planning Legal	2,000.00	0.00	2,000.00	0.00
16-6300-0850	Planning Consultants	15,000.00	1,760.45	13,239.55	11.74
16-6300-0990	MPAC fees	43,519.00	21,759.18	21,759.82	50.00
16-7350-0000	English Public School Transfer	0.00	105,843.23	(105,843.23)	0.00
16-7400-0000	English Separate School Transf	0.00	13,031.94	(13,031.94)	0.00
16-8000-0000	Penny Rounding Account	0.00	0.04	(0.04)	0.00
	Income Totals:	**$ 6,066,764.00**	**$ 1,003,271.63**	**$ 5,063,492.37**	**16.54**
	Expense Totals:	**$ 6,066,764.00**	**$ 2,316,960.55**	**$ 3,749,803.45**	**38.19**
	Grand Totals:	**$ 0.00**	**$(1,313,688.92)**	**$ 1,313,688.92**	**0.00**

Note: The items marked with ** are over budget