**SOUTH ALGONQUIN PUBLIC LIBRARY (SAPL)**
**REGULAR MEETING OF THE BOARD**
**June 20th 2023 7pm, Whitney Branch/zoom**
**AGENDA**

**Land Acknowledgement:**

**Call to Order**

1. **Approval of Agenda**
2. **Approval of Minutes: May 16th 2023**
3. **Report of the Chairperson:**
4. **Business Arising from the Minutes**
   4.1. **Little Free Libraries:** Have been installed and our stewardship account has been set up.
5. **New Business:**
   **5.1. Letter to Parents:** A letter will be distributed with the TD summer Reading materials. The letter Includes a fridge magnet, information about our services, Code Club, Summer Reading Virtual program, how to get a library card and a request for student volunteers.
6. **Reports**
   **6.1. Finance:** Review of budgetary control as of May 31st.
   **6.2. Librarian's Reports**
   **6.3. Council Report**
7. **Governance**
   7.1. **Policy:** Gifts and Fundraising (Review), Equity, diversity, and Inclusion Statement (new), Information Services Policy (new), Privacy, Access to Information & Electronic Messages Policy in development
   7.2. **Strategic Planning/Strategic Doing:** Community outreach: establishing free little libraries & parent letters. Policy review.
8. **Programming:**
   **8.1. Code Club Canada:** Ages 8 – 12 years old. The club will run once weekly, Thursday's 5 – 6:30 pm at both branches. First session will run July 6th – July 27th, Second session will run August 3rd – August 24th. Pre-registration is required as we are limited to 5 spots per session.
   **8.2. TD Summer Reading & Story Walk:** We are offering a free, virtual Summer Reading program, booklets will be provided to students with web access codes.
   **8.3. Author Visit:** Linda Hutsell-Manning September 5th 7pm Madawaska Hall (will need folks to setup the hall)
   **8.4. Other ideas/suggestions:** Leslie Anne St. Amour - potential indigenous talk
9. **Correspondence:**
10. **Any Other Business**
11. **In Camera / Out of Camera**
12. **Next meeting: September 19th 2023 7pm @Whitney**
13. **Adjournment**

**Township of South Algonquin Public Library**
**Minutes of the Meeting Held**
**May 16th 2023 2023 @ 7:00 PM**

**Attendees:** Vicki Forward, Elaine Hare, Rose Jessup, Jeff Bowman, and Councillor Laurie Siydock. **Staff:** Charlene Alexander & Cynthia Haskin **Guests:** Rick Ronholm **Regrets:** Sarah Ennor
**Land Acknowledgement: Vicki Forward**
**Call to Order:** 7:06pm

1. **Motion # 2023-22**

Moved by – Elaine Hare Seconded by – Jeff Bowman /To approve the agenda/Carried

2. **Motion # 2023-23**

Moved by – Elaine Hare Seconded by – Rose Jessup /To approve the minutes of **April 18th 2023**/ Carried

3. **Report of the Chair:** Nothing to report. Was impressed with Adam Shoalts.
4. **Business Arising**

**4.1 OTF Resilient Communities Fund:** All funds have nearly been spent. Media release has been completed.

**4.2 CO2 monitors:** Rick Ronholm presented a donation cheque for $700 from the Barry's Bay Legion lotteries fund to purchase 2 C02 monitors for lending. Photo taken and posted online.

**4.3 Seed Library:** Seed library is doing very well.

**4.4 Little Free Libraries:** Little libraries kits(purchased from Amazon) will be in this week and will need to be assembled.

**4.5 Annual Survey:** completed and submitted.

4.6 **Meeting Dates:** After review and discussion, the regular meetings will remain on the 3rd Tuesday of every month.

**6.1 Outstanding Accounts:** had a discussion of finances and how best to report.

**Motion # 2023-24**

Moved by – Elaine Hare Seconded by – Jeff Bowman/ To outstanding accounts.($685.98) Carried

6.3 **Council Report:** Stewart Tompkins and Carla Gatley have resigned from the Township.

**6.4 Board Assemblies:** twenty-three libraries represented. CELA (Centre for Equitable Library Access) is offering training to librarians to support patrons with print disabilities. The Governance Hub has a document describing the role of Municipal Councillors on a Library Board. OLS is preparing a Library Toolkit which will provide libraries with tools to convey their value to their community. It will be available soon.

Roundtable discussion:

Ideas: Book Club, workshops on online banking, a group of teenagers organized an Escape Room. charity rides as fundraisers. I.e. motorcycle club, snowmobile run etc. After school gaming club, coding club. Movie nights.

One library has a shelf in their local grocery store selling weeded books for $2.00 each. It is proving popular.

Donating books to hospitals or nursing homes? Tear the books apart and use the paper in craft projects.

Police checks: Other libraries have Board members who live elsewhere but own property in the library region. They got their police check done where they live. Jesse Roberts from OLS said this was acceptable. We need to revisit this as it has cost us two potential board members already. Charlene could talk with Lake of Bays staff as they have Board members from out of the district. A call to OLS as well to clarify further.

8.1 **Author Talk: Adam Shoalts** was successful.

8.2 **Code Club Canada:** training and code club starting soon.

8.3 **TD Summer Reading Club StoryWalk® Summer 2023 –** materials arriving in June.

8.4 **Author Talk:** Linda Hutsell-Manning September 5th 7pm

8.5 **Other Ideas:** Talk about Seeds/harvesting, Murder Mysteries

Next Meeting May 18th 2023 @ 7:00 PM Whitney

**Motion # 2023-25**

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

# Township of South Algonquin Libraries Monthly Stats

June 2023

| | Whitney | | | Madawaska | |
|---|---|---|---|---|---|
| | April | May | | April | May |
| Head Count | 200 | 203 | | 116 | 96 |
| Book Circulation | 445 | 438 | | 30 | 39 |
| Activity Kits (includes Park passes) | 13 | 18 | | 1 | 1 |
| Computer users | 28 | 32 | | 5 | 2 |
| Devices | 12 | 10 | | 0 | 0 |
| Inter Library Loans | 21 | 23 | | 3 | 8 |
| New Members | 0 | 2 | | 2 | 1 |
| Print/fax/copy | 0 | 15 | | 3 | 4 |
| Reference | 2 | 6 | | 0 | 0 |
| Tech/media/software support | 4 | 8 | | 0 | 0 |
| time spent on above requests | 70 | 80 | | 10 | 6 |
| other requests | 0 | 0 | | 0 | 0 |
| Programs | 76 | 78 | | 2 | 0 |
| Over drive users | | | 19 | | |
| Overdrive circulation | | | 131 | | |
| time spent on above requests | 180 | | | | |
| non members users | 4 | 7 | | 20 | 3 |
| seed library | 15 | 14 | | 4 | 10 |

Madawaska April people stats: Tuesday's - 16 Thursday's - 67 Saturday's - 33
Madawaska May people stats: Tuesday's - 32 Thursday's - 61 Saturday's - 20

Whitney April people stats: Wednesday's - 102 Thursday's - 67 Saturday's - 31
Whitney May people stats: Wednesday's - 107 Thursday's - 70 Saturday's - 26

| Libraries Line 1640 | Current Month | YTD | Budget | Variance |
|---|---|---|---|---|
| **Labour** | | | | |
| 16-6100-0400 - Library Salaries And Wages | 4,810.96 | 24,257.20 | 51,000.00 | 26,742.80 |
| 16-6100-0440 - Library E.I.C. | 109.78 | 607.18 | 1,100.00 | 492.82 |
| 16-6100-0450 - Library C.P.P. | 254.20 | 1,406.91 | 2,950.00 | 1,543.09 |
| 16-6100-0460 - Library W.S.I.B. | 128.18 | 674.01 | 1,460.00 | 785.99 |
| 16-6100-0470 - Library E.H.T. | 93.81 | 518.86 | 970.00 | 451.14 |
| 16-6100-0480 - OMERS | 433.00 | 2,394.71 | | (2,394.71) |
| **Total Labour:** | **5,829.93** | **29,858.87** | **57,480.00** | **27,621.13** |
| **Direct Expenses** | | | | |
| 16-6100-0540 - Library Licences & Permits | | 101.76 | 200.00 | 98.24 |
| 16-6100-0590 - Library Books | 1,556.18 | 2,911.32 | 7,000.00 | 4,088.68 |
| 16-6100-0600 - Library Repairs To Building | | | 2,000.00 | 2,000.00 |
| 16-6100-0610 - Library Repairs To Equipment | | | 400.00 | 400.00 |
| 16-6100-0640 - Library Insurance | | 2,259.49 | 2,260.00 | 0.51 |
| 16-6100-0650 - Library Heating | | 900.26 | 2,000.00 | 1,099.74 |
| 16-6100-0660 - Library Hydro | 160.21 | 1,395.91 | 3,000.00 | 1,604.09 |
| 16-6100-0670 - Library Cleaning | 31.21 | 46.37 | 200.00 | 153.63 |
| 16-6100-0690 - Library Rental/Lease Agreement | 93.42 | 684.54 | 1,000.00 | 315.46 |
| 16-6100-0700 - Library Advertising | 76.32 | 76.32 | 500.00 | 423.68 |
| 16-6100-0710 - Library Travel | | | 900.00 | 900.00 |
| 16-6100-0730 - Library Conferences/Training | | 116.88 | 250.00 | 133.12 |
| 16-6100-0800 - Library Telephone | 242.01 | 1,210.05 | 2,800.00 | 1,589.95 |
| 16-6100-0810 - Library Office Expense-Postage | | | 250.00 | 250.00 |
| 16-6100-0820 - Library Supplies | 1,952.47 | 2,904.49 | 4,000.00 | 1,095.51 |
| 16-6100-0960 - Library Conditional Grant Expense | | 1,546.83 | 3,320.00 | 1,773.17 |
| **Total Direct Expenses:** | **4,111.82** | **14,154.22** | **30,080.00** | **15,925.78** |
| **Total Libraries Line 1640:** | **9,941.75** | **44,013.09** | **87,560.00** | **43,546.91** |
| **Total Operating:** | **30,550.96** | **145,220.62** | **314,100.00** | **168,879.38** |
| **Capital** | | | | |
| **Murchison & Lyell** | | | | |
| 16-6000-0940 - Recreation Cap Exp- M&L Rec | | 1,697.13 | 16,000.00 | 14,302.87 |
| **Total Murchison & Lyell:** | **0.00** | **1,697.13** | **16,000.00** | **14,302.87** |
| **Whitney** | | | | |
| 16-6000-0942 - Recreation Cap Exp-Whitney Rec | | 1,963.72 | 2,000.00 | 36.28 |
| **Total Whitney:** | **0.00** | **1,963.72** | **2,000.00** | **36.28** |
| **Library** | | | | |
| 16-6100-0940 - Library Capital Expenditure | 666.53 | 666.53 | 8,500.00 | 7,833.47 |

# TOWNSHIP OF SOUTH ALGONQUIN

P.O. Box 217 WHITNEY, Ontario K0J 2M0
Tel. #1-613-637-2650 Fax #1-613-637-5368

**NAME:** **DATE:**

| DATE | FUNCTION | TOTAL km | MILEAGE $0.61 X km | MEALS | HOTEL | OTHER DESCRIPTION | HST AMOUNT | TOTAL |
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| SUB-TOTAL | | | | | | | | |
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**AUTHORIZED BY:**_____

TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY

**EQUITY, DIVERSITY, AND INCLUSION STATEMENT**

The South Algonquin Public Library understands the need to recognize and embrace the diversity of our community and strives to be a truly inclusive place within the community.

**Section 1: Definitions**

**1. Equity-** Definitions of equity vary but all focus on the ideals of justice and fairness. Whereas equality means providing everyone with the same number of resources regardless of whether everyone needs them, equity is when resources are shared based on what each person needs to adequately level the playing field.

**2. Diversity -** The range of human differences, including but not limited to race, ancestry, place of origin, citizenship, gender identity or expression, sexual orientation, age, social class, physical ability or attributes, religious or ethical values system, mental ability, education and political beliefs, many of which are listed within the *Ontario Human Rights Code*, R.S.O. 1990, chapter H.19 s. 5 (1).

**3. Inclusion** is the act of creating environments and spaces in which any individual or group feels welcomed, valued, respected, supported and can fully participate. An inclusive and welcoming climate embraces differences and offers respect in words and actions for all people.

**Section 2: Declaration**

The Library is committed to fostering an environment which makes equity, diversity, and inclusion a priority in planning and decision making for staffing, collections, services, and spaces.

The Library endorses the *CFLA Position Statement of Diversity and Inclusion* prepared by the Canadian Federation of Library Associations which reads:

*"The Canadian Federation of Library Associations (CFLA-FCAB) believes that a diverse and pluralistic society is central to our country's identity. Libraries have a responsibility to contribute to a culture that recognizes diversity and fosters social inclusion. Libraries strive to deliver inclusive service. Canada's libraries recognize and energetically affirm the dignity of those they serve, regardless of heritage, education, beliefs, race, religion, gender, age, sexual orientation, gender identity, physical or mental capabilities, or income. Libraries understand that an acceptance of differences can place individual and collective values in conflict. Libraries are committed to tolerance and understanding. Libraries act to ensure that people can enjoy services free from any attempt by others to impose values, customs or beliefs."*

**Section 3: Collections**

The South Algonquin Public Library will provide diverse collections in all formats from books to audio and video materials. A broad range of authors, content creators and experiences will be included and highlighted in our collection. Our collection will reflect the diverse range of human differences set out in paragraph 2.

**Section 4: Services, Programming, and Spaces**

As we develop and deliver services and programs, we will work with our many communities to develop inclusive consultation and engagement processes and to develop services in appropriate ways. We will seek to understand how diverse community groups define and describe themselves. We will consult with, listen to and learn from communities rather than relying on indirect sources.

The South Algonquin Public Library will provide welcoming spaces for all. The Library will seek to ensure our spaces are inclusive and free of bias.

Date of Last Review: new
Approval Date: June 20th 2023

Chairperson: Vicki Forward
CEO: Charlene Alexander

GIFTS AND FUNDRAISING Policy & Procedures

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**1. General:**

The library welcomes gifts of money, books, equipment, furnishing, services, and other items that help the library provide service to the community, and in accordance with the mission statement of the library. The library can only accept donations of materials or items that are legally published, produced, or acquired. Any conditions attached to donations to the library of money or other assets are subject to established policy and procedures or are approved by the Library Board on a case-by-case basis.

The library may refuse gifts that are not in keeping with the policies of the library or are not of financial benefit to its mission of enhancing The Township of South Algonquin Public Library Services.

Donors will not be issued tax receipts as the library is incorporated through the Township. By request of the donor a letter can be issued by the library board stating the donation was received.

**2. Special Gifts:**

The Library Board encourages contributions to the library as memorials, to honour individuals and organizations, as a means of marking special occasions, and as an expression of gratitude. Monetary gifts are deposited in the Library Fundraising Account and spent as quickly as practicable on library materials in accordance with the directions of the donor.

**3. In Kind Gifts:**

Gifts of materials, products, or services will be accepted when the form of the gift is immediately available and is either directly usable for the mission of the library or can be used in direct support of an official Library event. Donated services must either create or enhance the non-financial assets of the library or require skills that would typically need to be purchased if not provided by donation.

**4. Donations of Materials:**

Donations of materials are evaluated according to the same selection criteria that govern the acquisition of purchased material.

The Library Reserves the right to refuse donations of materials that may not be in accordance with the Selection Policy.

Materials donated become the exclusive property of the Township of South Algonquin Public Library. The acceptance of a materials donation does not mean that the library will automatically add the donation to the collection. Such gifts may be assigned initially to the branch of the donor's choice but must be available for use system wide. Items may be disposed of as the library sees fit.

**5. Fundraising:**

All funds raised will be used for the stated purposes and established priorities of the fundraising program as determined by the Library Board.

**6. Book Sales:**

Book sales will be ongoing conducted in each branch and special sale events which will be scheduled at times and in places agreed upon by the Library Board. The income from donated book sales will be deposited in the Library's Fundraising account and income from non-donated books will be turned over to the Township of South Algonquin. All expenses associated with the conduct and promotion of book sales will be paid from the book sale income.

The stock for book sales includes;
(1) donations to the library *(Library Staff will always be provided with the options of reviewing such donations for the purpose of selecting materials for inclusion in the library's collection).*
(2) books and other library materials that have been withdrawn from the library's collection.

**7. Volunteers and Friends**

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Township of South Algonquin Public Library. In appreciation of volunteer services (see volunteer policies), the library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the library and the community it serves.
The Township of South Algonquin Public Library Board holds a positive view on the establishment of Friends of the Library groups. The Board defines "Friends of the Library" as a volunteer group of individuals with a common interest in helping and supporting the library.

A Library friends' group is a formal association of people who unite to plan and execute, in conjunction with library goals and the needs of the library, programs and events to benefit the library. In particular, a friend's group is often heavily involved in fund-raising for the library and often oversees periodic book sales. Friends' groups always serve at the pleasure of the Library Board, which is the only body with legal authority to set policy for the development of the library.

1. All Friends of the Library projects should be undertaken with full knowledge and approval of the branch librarian, CEO, and the Library Board.
2. Any individual or group wanting to fundraise for the library must put their intentions and plans in writing and present it to the Library Board.
3. Any individual or group wanting to fundraise must become a volunteer, complete a volunteer application, and follow the Library and Township policies for volunteers.
4. Friends of the Library are distinct and separate from the Library Board and library personnel and cannot assume their duties.
5. The Library Board shall receive information regarding Friends of the Library officers, meetings, plans and purposes. Any public relations work undertaken by Friends should be done only on approval from the Library Board.
6. Library Staff may act only in advisory capacities.
7. The Friends of the Library assume responsibility for all costs incurred by their fundraising activities. Costs incurred will be deducted from monies raised then the balance will be deposited in the Library's Fundraising Account.

Date of Last Review: 2011 Approval Date: June 20th 2023
Chairperson:Vicki Forward CEO: Charlene Alexander

**Information Services Policy**

The South Algonquin Public Library's information services connect people with resources to fulfill their informational, educational, cultural, and recreational needs. This policy describes information services at the library and guides library staff when answering reference questions. In accordance with current library policies:

1. All users seeking information will be treated equitably and with respect to meet their individual needs, regardless of gender, gender identity, age, ability, and ethnicity.

2. The staff will respect and protect the confidential and private nature of requests for information.

3. The staff will use their best efforts to answer all reference questions efficiently, accurately, and as completely as possible. All questions will be considered important and legitimate, unless it becomes apparent that they are not.

4. The staff will assist the user in finding information and will provide instruction on how to use library resources based upon the user's needs. The staff provide the following services:
   a) **Quick reference:** These questions can usually be answered immediately using library and online resources.
   b) **General reference:** These questions usually require a more in-depth process to arrive at a complete answer and may as a result require a mutually agreed upon timeframe to complete.

5. If it is not possible to find an answer using library or online resources, staff will refer users to other relevant and available resources, such as the inter-library loan service, other libraries, agencies, and community resources.

6. The extent of individual service to each person will depend on the number of users needing to be served. The following priorities will apply:
   1st priority - requests presented in person
   2nd priority - requests presented by telephone/voice mail
   3rd priority - requests sent in by mail/fax/e-mail

7. Print and electronic reference collections are maintained by library staff with a focus on the currency and relevance of the material, and in accordance with South Algonquin Public Library ***Collection Development Policy - Collection -02 Acquisitions***
8. To assess and evaluate information services, and to comply with the requirements of the ***Annual Survey of Public Libraries***, anonymized statistics on reference questions will be kept and analyzed.

Date of Last Review: replaces Reference Service Policy
Chairperson: Vicki Forward

Approval Date: June 20th 2023
CEO: Charlene Alexander

You may all have seen the link I sent a while ago to a guided backcountry excursion in Algonquin, guided by my young friend and colleague Leslie Anne St. Amour. I would like to propose we invite her as an alternative speaker on indigenous issues when the time is right. I heard her speak last year, when she shared her indigenous experience re: inclusion in the legal workplace and how to improve it. I would personally be very interested in her topic on reconciliation, and specifically how an individual can contribute to this. Local businesses may also be interested in how they can advance reconciliation. She would be happy to workshop the topic with our guidance, and has stated her nominal fee would be approximately $300 to cover travel expenses and a portion of her time (prep/travel/talk). I should point out that she is quite active as an environmental activist as well, having most recently co-led a women's leadership program on an arctic expedition to Norway to do marine research. I'm certain she could present on this topic also or instead, if interest is keen.

Here is some brief information LA sent about herself, and a link to her Linkedin page if you'd like to learn more:

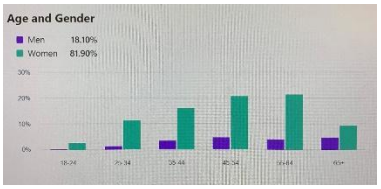
Short Bio: Leslie Anne St. Amour is a lawyer, explorer, and environmental advocate. She is a member of the Bonnechere Algonquin First Nation, and grew up in the Ottawa Valley and Kingston, Ontario. Leslie Anne is an associate at Durant Barristers, an occasional backcountry camping guide and regularly escapes her laptop to spend time under the water diving or snorkelling.

Topics: reconciliation for businesses or individuals, Indigenous court cases/protests and the legal grounds.

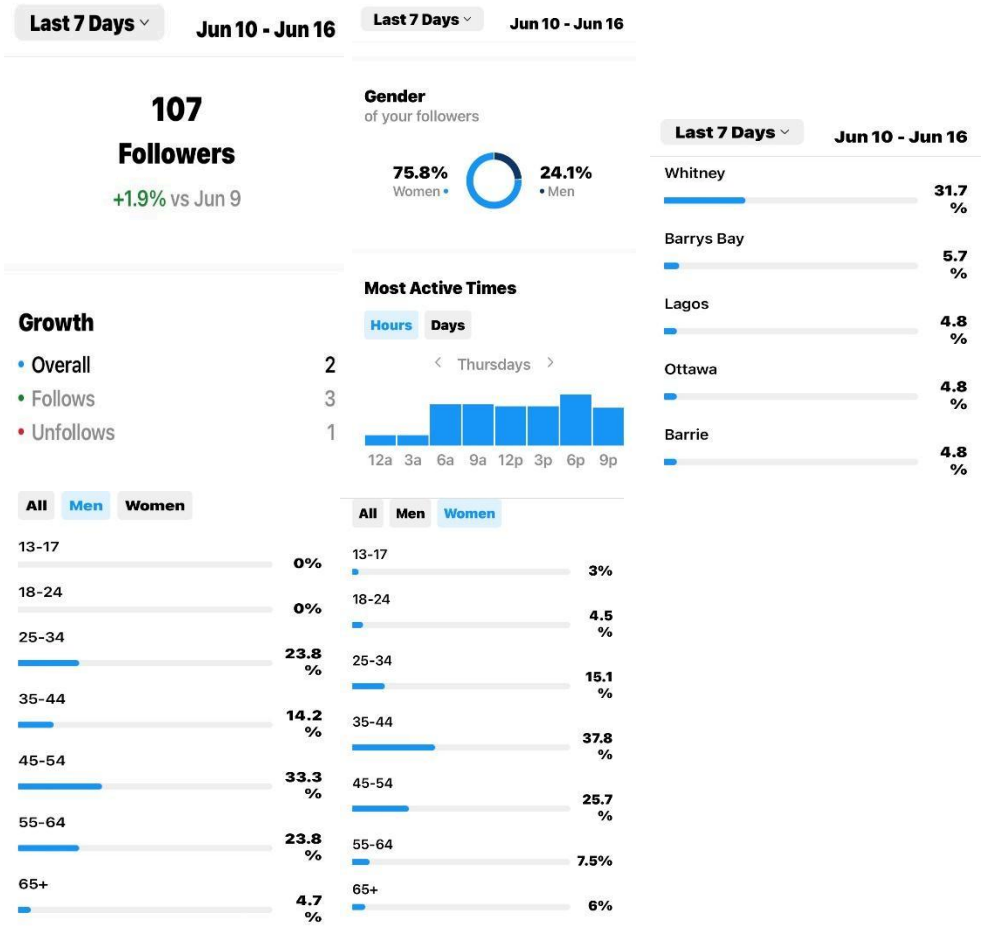
Linkedin: https://www.linkedin.com/in/leslieannestamour/

**Social Media Stats – June 2023**

## Facebook




**160 followers**

**Whitney, ON, Canada 79**
**Toronto, ON, Canada 6**
**Maynooth, ON, Canada 4**
**Bancroft, ON, Canada 2**
**Coe Hill, ON, Canada**
**Barry's Bay, ON, Canada 21**
**Ottawa, ON, Canada 5**
**Killaloe Station, ON, Canada 3**
**Barrie, ON, Canada 2**
**Whitby, ON, Canada 2**

## Instagram