TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY (SAPL)
AGENDA - REGULAR MEETING OF THE BOARD
June 23rd, 2026, 6 pm Madawaska Branch/Online

Land Acknowledgement:

Call to Order

1. **Approval of Agenda** *Motion Required*
2. **Approval of Minutes:** *Motion Required:* May 26th, 2026
3. **Report of the Chairperson:**
4. **Business Arising from the Minutes**
   - 4.1. **Dolly Parton Imagination Library:** The one-year subscriptions sponsored by Four Corners Algonquin | Wild Company for both library branches have now concluded. The program provided approximately 120 children's books over the course of the year and was beneficial in supporting and supplementing the children's collections, particularly during periods when the regular materials budget had been exhausted. Duplicate titles were incorporated into the Free Little Libraries and used for children's giveaways.
   - 4.2. **Astronomy in Action program 2026:** The program was well received and enjoyed with a total of 88 attendees for both shows.
   - 4.3. **Canada Day Outreach Activities**: On July 4, 2026, from 11:00 a.m. to 2:00 p.m., Charlene Alexander and Vicki Forward will host a used book and DVD sale at the Lester Smith Community Centre. Activities will include an adult prize draw for a new-release book, a children's prize draw for a four-book bundle, temporary snake tattoos, and scratch-art bookmark crafts and the Snakes and the Research Done on Them in Algonquin Park presentation, taking place at 12:00 p.m.
   - 4.4. **Local Author Sean Conway Home Ice Book Talk/Signing:** Will be held at the Madawaska branch on a Saturday afternoon in September 12th.
   - 4.5. **Kanopy Streaming Service –** A google survey has been created and it has been posted in library, on social media, and website (both library and township) to gauge interest.
   - 4.6. **Board Meeting Review:** Charlene Alexander reached out to other CEOs for input. Attached below.
5. **New Business:**

6. Reports
   - **6.1. Finance:** *Action:* Review of the bank statements. May $3531.98
   - 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 review
   - 7.3. **Canada Post Community Grant:** Awaiting approval.

8. **Correspondence:**
9. **Any Other Business:**
10. **In-Camera/Out of Camera:**

11. Next meeting: September 22nd, 2026, 6 pm Whitney Branch/Online
12. Adjournment: *Action: Motion Required*

Township of South Algonquin Public Library
Minutes of the Meeting Held
May 26th, 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

Call to Order: 6:02 pm

1. **Motion # 2026-17**

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

2. **Motion # 2026-18**

Moved – Rose Jessup Seconded – Vicki Forward/To approve the minutes of April 28th, 2026, Carried

3. **Report of the Chair: None**
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.
   - 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. Discussed hosting a used book. 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 –** Charlene Alexander provided an overview of the service and outlined the related budget implications. The Board directed Charlene to undertake public consultation to assess community interest in including this service in future budget deliberations.
6. **Reports**
   - 6.1. **Finance:** Action: Review of the bank statements. April $3524.45. Review of Quarterly Expense/Income Report.
   - 6.2. **Librarian Reports**: Reviewed and discussed reports. Discussed Charlene attending the Little Rural Roots conference in October.
   - 6.3. **Council Report:** New accessible playground is currently being installed and the rink resurfacing in Whitney will start this summer.
7. **Governance**
   - 7.1. **Policy: none**
   - 7.2. **Strategic Planning/Strategic Doing**: Draft MOU in progress. Consider holding meetings every 6 weeks, Charlene will draw up a schedule for review. Jackie Findlay will attend as a guest until she becomes a permanent resident.
8. **Correspondence: none**
9. **Any Other Business:**
10. **In-Camera/Out of Camera:** none

11. **Next Meeting**: June 23rd, 2026, 6pm Whitney Branch/Online
12. **Adjournment**
    Motion #2026-19
    Moved by – Vicki Forward Seconded by – Elaine Hare /To adjourn 7:30 pm/Carried.

Board Meeting Schedule Review

Feedback was received from 20 library CEOs regarding board meeting schedules. Respondents reported holding between seven and nine meetings annually, with eight meetings per year being the most common practice.

The majority of respondents indicated that an every-six-week meeting schedule could be challenging for board members and the public to follow, particularly when meeting dates shift throughout the year. Several noted that maintaining a consistent meeting day, such as the fourth Tuesday of the month, makes scheduling and public participation more predictable.

Many libraries currently do not hold meetings in July, August, and December. A common schedule reported by respondents consists of meetings in January, February, April, May, June, September, October, and November, resulting in eight meetings annually.

Several respondents, including an Ontario Library Service representative, recommended maintaining a minimum of eight meetings per year. This provides flexibility in the event of a cancellation or lack of quorum while still meeting legislative requirements.

Additional concerns raised regarding a six-week meeting cycle included challenges with reporting monthly statistics, as reporting periods would no longer align with meeting dates and could create inconsistencies in board reporting.

Overall, most respondents felt that monthly meetings remain the preferred approach. However, many suggested reducing the annual meeting schedule by eliminating an additional meeting month while continuing the current practice of not meeting in July, August, and December.

Proposed 2027 Board Meeting Schedule
Fourth Tuesday of the Month at 6:00 p.m.

Choose one more month to skip. February and March typically don't have a lot going on and I recommend skipping on of these.

Month	Meeting Date
January	January 26, 2027
February	February 23, 2027
March	March 23, 2027
April	April 27, 2027
May	May 25, 2027
June	June 22, 2027
July	No Meeting
August	No Meeting
September	September 28, 2027
October	October 26, 2027
November	November 23, 2027
December	No Meeting

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

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. 38 posts
- Updated and maintained the library website
- Ongoing book sales

- 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: July 4th 12pm Lester Smith Community Centre- public.
- Astronomy in Action: June 9th. 1pm students, 7 pm public. School gym 88 attendees
- Created a take home letter for students promoting library services.
- Created visitor services posters, that Vicki Forward posted in Algonquin Park.
- Organized and advertised our Canada Day activities

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.

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**

- Keeping the little library stocked.

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

Township of South Algonquin Libraries Monthly Stats					
May 2026	Whitney			Madawaska	
	March	April		March	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

MEMORANDUM OF UNDERSTANDING

BETWEEN:

THE TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY BOARD
(hereinafter referred to as the "**Board**")

-and-

THE TOWNSHIP OF SOUTH ALGONQUIN
(hereinafter referred to as the "**Township**")

WHEREAS The Township was created on June 1, 1998, by ministerial order under the *Municipal Act, R.S.O. 1990, c M.45* (since repealed and replaced by the *Municipal Act, 2001, SO 2001, c 25*), which amalgamated of the Township of Airy with the unorganized townships of Dickens, Sabine, Lyell, and Murchison (the "**Amalgamation**");

AND WHEREAS the Township employs staff who have expertise in Human Resources, Finance, Facility Maintenance and Information Technology;

AND WHEREAS a library board was established in 1975 by the former Township of Airy by way of By-law #321-A to manage and control a public library, and was dissolved pursuant to the Amalgamation;

AND WHEREAS the Board was established through the Amalgamation, and assumed all assets, liabilities, rights, and obligations of the former library board, and operates pursuant to the *Public Libraries Act*, R.S.O. 1990, c. P.44, as amended;

AND WHEREAS the Board requires support and specific expertise in order to deliver certain administrative functions that benefit the Library;

AND WHEREAS the local Red Cross established a community library in 1967, which was established in 1975 as a public library by the former Township of Airy by way of By-law #321 (the "**Whitney Branch**");

AND WHEREAS the former townships of Murchison and Lyell established a community library in 1977 (the "**Madawaska Branch**");

AND WHEREAS the Whitney Branch and the Mandawaska Branch, together, became The Township of South Algonquin Public Library (the "**Library**") through the Amalgamation, and the Library, including both branches, continues to operate pursuant to the provisions of the *Public Libraries Act, R.S.O., 1990, c. P-44,* as amended;

AND WHEREAS the Board and the Township are committed to delivering cost-effective services, avoiding unnecessary duplication and costs, and minimizing the impact of support services on rate payers;

AND WHEREAS the Board and Township wish to enter into this Memorandum of Understanding (the

"**MOU**") to document the services and support the Township has been providing, and shall continue to provide to the Board;

NOW THEREFORE THE BOARD AND THE TOWNSHIP HEREBY AGREE AS FOLLOWS:

1) **Definitions.** For the purpose of this MOU,

a) "**Library**" includes all library branches of the Township of South Algonquin Public Library, currently the Whitney Branch and the Madawaska Branch;
b) "**CEO**" means the Chief Executive Officer of the Library, who is also the current Secretary and Treasurer of the Library;
c) "**CAO**" means to the Chief Administrative Officer of the Township;

2) The Board and the Township hereby acknowledge:

a) The Board is a separate and independent corporate board of the municipality with independent corporate status from the Township, subject to the provisions of the Public Libraries Act.

b) The Township is an independent entity separate from the Board and provides municipal services to the residents of the Township pursuant to the provisions of the *Municipal Act, 2001* and related legislation.

c) The Board, through its appointment by Township Council, delivers library services and resources to residents of the Township, in accordance with the *Public Libraries Act*, and the Board's Strategic Plan according to its stated Mission, Vision and Values.

f) The Township Council annually reviews and approves budgetary estimates received from the Board for the operation of the library, in accordance with Section 24 of the *Public Libraries Act*.

g) Agendas and Minutes of the Board are presented to Council for information only.

h) The objective of this MOU is for the Board to utilize Township staff and resources for the services that may be required by the Board and that are outlined in the Schedules attached hereto.

3) **Acknowledgement of Distinct Roles and Relationships.**

a) The CEO is an employee of, and reports directly to, the Board.

b) The CEO serves as a member of the Township Service Area Managers, receives Council agendas and minutes, and attends Council and/or other committee meetings, when agenda items are relevant to the Library. The CEO may also prepare and present reports to Council at these meetings.

c) The CAO and CEO shall meet as needed or at mutually agreeable intervals to discuss issues of joint concern.

d) The Board has appointed the CEO as its administrative liaison with the Township. The CEO (or, from time to time,their delegate) may work directly with Township staff, managers, and directors to manage operational activities and to obtain assistance and support as necessary to coordinate the services identified in the Schedules.

e) The CEO shall ensure that senior department heads are contacted directly in regards to matters involving Township policies or directives, and budgets. The CEO may directly contact Township managers in regards to day-to-day operational matters.

4) The staff of the Library and the Township commit to share and consult with each other regarding

any service delivery review that may either impact upon, or be helpful to either or both parties.

5) The Board and the Township commit to ongoing collaboration with regard to programs and services, in order to minimize duplications and schedule conflicts, and to maximize opportunities.

6) It is acknowledged by both parties that the Library is a tenant of Township properties. Facility Maintenance is provided to Township buildings by the Township. This is further described in Schedule D and lease agreement(s) of 173/177 Bruce St S and 113 Lakeshore Rd.

7) The Township and Board agree on the provision of services that are listed in this MOU and more particularly described in the schedules attached hereto.

- Schedule A: Human Resources Support
- Schedule B: Financial Services Support
- Schedule C: Information Technology Support
- Schedule D: Facility Maintenance Support
- Schedule E: Insurance and Risk Management Support
- Schedule G: Marketing and Communication
- Schedule H: Corporate Training of the Board
- Schedule I: Legal Services

8) The Board and the Township agree that the Township is able to provide the services as set out in the Schedules attached hereto using existing Township staff and equipment at no cost to the Board. The parties agree that no costs shall be charged to the Board, unless the cost has been approved in writing by the Board prior to any expenditure by the Township. All support services provided by the Township to the Library shall be reported annually as a proration of salaries and expenses for an estimated cost of operating the Library.

11) The Board and the Township acknowledge and agree that the terms and provisions of this MOU apply only to the services set out in the Schedules attached hereto and do not apply to any other agreements or arrangements that may exist from time to time between the Township and the Board, unless such other agreements are stated in writing to be subject to the terms and provisions of this MOU.

12) The Board and CEO shall identify alignment of, or differentiation between, Township and Board policies and services.

13) When either the Board or the Township makes changes to policies which may impact this MOU and its Schedules, notice shall be given to the other party to ensure appropriate changes or distinctions are made for the alignment or differentiation between Board and Township policies.

16) If at any time during the term of this agreement either party deems it necessary or expedient to make any alteration or addition to this MOU, they shall give written notice of the proposed amendment to the other party. Following agreement of execution of the amendment it shall become an addendum and form part of this MOU.

17) Any matters in dispute between the parties in relation to this MOU may be referred by either party to a committee to be struck including two members of Council, two members of the Board who are not also Councillors, and the CAO and CEO. This committee shall be tasked with determining a process of dispute resolution which may include third party mediation. **[NTD: Consider whether a**

more detailed dispute resolution process is desirable.]

18) Either party to this MOU may terminate the MOU upon providing to the other party no less than twelve months written notice of its intention to do so.

19) The Board and the Township hereby agree that this MOU shall come into effect on **[DATE]** and shall continue in force until such time as either party terminates this MOU in accordance with the provisions of paragraph 18.

20) Any notice or other communication to be given in connection with this MOU shall be given in writing, by email or by mail, to the parties as set out below. Each notice shall be effective upon actual receipt, having regard to the operating or business hours of each party.

If to the Board:	If to the Township:
Attention: CEO	Attention: CAO
whitneylibrary@southalgonquin.ca	**[NTD: add email address]**
33 Medical Centre Rd.	7 3rd Avenue.
Whitney, Ontario K0J 2M0	Whitney, Ontario K0J2M0

IN WITNESS WHEREOF the parties hereto have executed this MOU.

By the Township:

Council Resolution _____

Mayor & Title _____

Township Clerk _____

By the Board

Board Resolution _____

Chair or Other _____

Board Secretary _____

SCHEDULE "A"

HUMAN RESOURCES SUPPORT

1) Principal Understanding

a) The Board is the sole employer of all Library employees, including the CEO.

b) The Township's Human Resources Department (the "**HR Department**") will administer payroll and benefit services on behalf of the Board, per this MOU.

c) If additional charges will be incurred by the HR Department, the CEO must sign off on the estimated charge before work is commenced. Any additional services requested will be charged through interdepartmental transfer to the Library. These interdepartmental charges will include staff time if above and beyond the basic services stated in this agreement.

2) The HR Department shall provide advice and support to the Board and/or CEO upon request. HR advice and support are non-binding, and all decisions shall continue to be made by the Board and/or CEO. Advice shall be on procedural inquiries, and shall not be a legal opinion. The Township reserves the right to decline any requests. See Schedule I for further detail.

3) The Library shall participate in the Township's Compensation & Benefits Program. The CEO and the Manager of HR will work together to ensure Library Job Descriptions and Grades continue to align with the Township's Pay Equity program.

4) Should the Township move to Job Descriptions which include a breakdown of daily activity by hazard level or ergonomic evaluation, the Library job descriptions shall be updated accordingly. The CEO shall be responsible for gathering information, and working with the HR staff to achieve this as an additional service as outlined in subsection 1c.

5) The Board shall adhere to the *Employment Standards Act* and to all other relevant Acts, and shall align its policies with those of the Township's Human Resources Policy Manual. The Board shall adopt its own HR policies and adopt any specific wording, or make reference to specific Township HR policies which are of direct relevance to Library staff, such as the Benefits Program provided to qualifying Library employees by the Township.

6) Although the Library has its own Business Number, employment reports, including payroll, CRA report, WSIB, and OMERS, shall be made by the Township under its primary number. It shall be the CEO's responsibility to explain this reporting mechanism to staff.

7) The HR Department may communicate with individual Library employees directly and confidentially as it relates to benefit programs and on-boarding to payroll only. All other HR matters must go through the CEO or, where Library policy dictates, the Board Chair.

8) If at any point external HR services are required to support the Board, the charges for such services shall be the responsibility of the Library in full subject to subsection 1c above. Authority to contract external services shall be subject to prior approval by the Board. Examples of external HR services include but are not limited to legal advice, mediation, or workplace investigations.

9) The Township and Board agree to the following supports and limitations pertaining

to:

a) Health & Safety:

i) The CEO shall sit on the Township's Joint Health and Safety Committee (JHSC) as a non-voting member.

ii) The Township shall provide to employees of the Library any health & safety training that is provided for Township employees of similar job classifications or grades.

iii) Library staff shall use the Township's JHSC forms for scheduled inspections, and for incident and accident reports. Library staff may add additional documents to their own internal reviews of workplace or user safety as needed.

iv) The Board, with assistance from the CEO, shall ensure compliance with current health and safety legislation at the library branches.

v) The CEO shall respond to day-to-day health and safety issues that may arise, and make notice to Township staff if EAP and/or WSIB claims are required. The Township shall provide all payroll and payment information required to support any claims.

vi) The CEO shall assist, monitor and follow-up on all WSIB claims, and work with the HR Department to ensure that all documents are completed as required by WSIB.

b) Pay Equity:

i) The Board shall amend and/or create job descriptions with equity input from the Township.

ii) The Township shall ensure maintenance of the Pay Equity Plan.

c) Performance Management

i) Performance Appraisals for Library staff shall be the sole responsibility of the CEO. Performance Appraisals for the CEO shall be the responsibility of the Board.

ii) The HR Department may, if requested, provide examples of performance documents of relevance to the specific library positions grades which may be of assistance to the CEO in providing consistency of performance appraisal.

d) Recruitment, Screening, Hiring and On-Boarding

i) The Board is responsible for recruiting, hiring, contracting, appraising, discipline and termination of the CEO.

ii) The CEO is responsible for all recruitment, hiring, appraisal, discipline and termination activities pertaining to Library staff.

iii) The Board or CEO shall provide all external postings for recruitment to the Township for promotion, but may choose to promote through other venues that the CEO or Board shall deem relevant.

iv) The HR Department shall assist the CEO, when requested, by listing postings and releases of information on the Township's website or in its newsletter. Any applications received by the Township or the HR Department shall be provided to the Board or the CEO, as applicable.

v) On-Boarding shall be the responsibility of the CEO. On-Boarding of payroll, and benefits programs shall be completed by the HR Department when notice is given by the CEO.

e) Payroll, attendance, and seniority

i) The CEO shall approve and submit the bi-weekly payroll hours for Library staff to the HR Department;

ii) The Township shall administer the bi-weekly payroll for Library staff, including all

payroll-related activities, benefits administration, and pension requirements;

iii) The Township shall track and give notice to the CEO regarding any employee who qualifies for part-time benefits, such as entry into the OMERS plan;

f) Discipline, Termination and Off-Boarding

i) Discipline and termination of Library employees are the sole responsibility of the CEO. Discipline and termination of the CEO is the sole responsibility of the Board.

ii) The Township shall complete Off-Boarding of payroll and benefits for all Library employees when notice is given by the CEO.

iii) The Township shall complete Off-Boarding of payroll and benefits for the CEO when notice is given by the Board.

g) Policies and Procedures

i) The HR Department shall inform the CEO of any significant changes to the Township's HR policies through the Township's intranet and Service Area Managers' correspondence;

ii) The HR Department shall work with IT to ensure the Library staff have access to health & safety, benefits, and other relevant HR information via the Township's Intranet.

iii) The CEO shall be given access to the Township's Intranet in order to have comparative access to Township policies.

h) Training

i) Library staff shall be invited to participate in all Township staff wellness programs, training, and leadership training opportunities.

ii) The Township shall cover costs of training for Library employees if such training is also made available to Township staff (e.g. MFIPPA, AODA Customer Service, CPR, Health & Safety Certification for committee members) and which is corporately funded. Any training which is billed to a department shall be billed to the Library for Library employees.

iii) The Board and the CEO shall be responsible for budgeting and administering any costs associated with Library-specific training, or any training that the Township is not offering to Township staff at the time it is required by Library staff.

i) Legal Advice

i) The HR Department shall not be required to provide Human Resources and Personnel legal advice to the Library CEO or Board outside of that which fits under services provided in this schedule (e.g. health & safety and WSIB, Payroll and Benefits). The Township reserves the right to decline any requests.

ii) For all other Legal advice and actions see Schedule I.

SCHEDULE "B"

FINANCIAL SERVICES SUPPORT

1) Principal Understanding

   a) The Board is the employer of all Library employees.

   b) The Board has appointed the CEO as its Treasurer.

   c) The Township's Finance Department ("**Finance**") will provide financial and accounting services to the Board:

      i) As payment release is authorized by the CEO,

      ii) In Board-approved lines, and according to Board-approved budget, and

      iii) In accordance with the annually approved Township Council Budget for the Library.

2) Finance shall provide the following financial services to the Board using the Township's By-laws and policies for the services listed below:

   a) Purchasing services

   b) Accounts Receivable services

   c) Operating and Capital budget assistance/preparation, within Board-approved budget lines

   d) Accounts Payable services

   e) Banking/Cash Management/Investment Services

   f) Financial Statements Preparation and assistance with audits

   g) Harmonized Sales Tax remittance/reconciliation

   h) Calculation of Annual Development Charges

   i) Provision of official Income Tax Receipts for donations to the Library, Museum or Gallery

   j) Grant application/submission assistance for grants pertaining to municipal services, or those using the Township's business number

   k) Maintenance of reserve accounts with annual roll over in the name of the library

3) The Library shall open a bank account in the name of the Board as required by the Ministry of Tourism, Culture & Sport. The CEO shall receive and account for all of the Board's money, and deposit all money received on the Board's behalf (including provincial, federal, self-generated revenue and donations) into the Board's bank account. Working with the Township, the CEO shall transfer sufficient funding to Township bank account(s) to carry out the financial services set out in this MOU on a regular basis. These funds shall be processed by the Township in the same manner as all other Board finances.

4) The Board shall approve policy for the procurement of goods and services that shall be used whenever the Library is procuring goods or services independent of the Township. This policy shall meet all standards of the Township's policy and identify roles and limitations of the CEO, Board, or managers. Tender processes for the improvement of or addition to Township facilities will be the responsibility of the Township.

5) The Library may conduct its own tender for goods or services, specific to the functions of the Library,

or may request that the Township assist with any tender or procurement process.

6) The Township shall ensure that any purchases it makes on behalf of the Board complies with the Township's Procurement Policy, as may be amended from time to time.

7) The CEO shall submit all invoices to Finance for processing in a timely manner and work with appropriate Township staff to ensure that Council and Board-approved budgets are followed.

8) Only the CEO or Chair (or Deputy Chair in their stead, if necessary) may authorize the Township to proceed with a payment on behalf of the Library.

9) The Township shall provide the CEO and designated Managers P-cards. The Library shall set policy for internal use and approve expenses in accordance with clause 7 and 8 above.

10) The Township shall assist the CEO with the budget planning process, and ensure that long-term needs are included in budget presentations to Council.

11) The Township shall assist the CEO in budgetary planning based on employee years of service and current and planned Township employee remuneration plans.

12) The Township shall include the Library asset acquisition and Fee for Service contracts in the Township Tender and Acquisition processes when requested by the CEO.

13) Financial Statements:

a) Monthly income and expense summaries, bank statements, and reconciliations shall be provided by the Township to the CEO for each of the Board's Operational and Capital accounts.

b) Quarterly Reserve and Investment statements shall be provided by the Township to the CEO for each of the Board's Accounts.

c) The CEO shall provide all Board bank statements to the Finance Department for tracking of accounts and auditing purposes.

d) Quarterly, or upon request, the Development Charges Reserve Account in the Library Name shall be provided to the CEO with an estimate of projected income for the coming year.

14) The Library shall have access to any Township procurement discounts and buying rates. As per Vendor requirements, the Library may be required to make requisitions through the Township or under its own account.

SCHEDULE "C"

Information Technology Support

1) Principal Understanding

a) The Board is the employer of all Library employees.

b) All IT equipment and infrastructure located at the Library, excluding public access computers, including servers, phone system, computers, corporate software and printers are the property of the Township and Library employees are provided access for Library use.

c) Library user needs are often in conflict with Township safety and security protocols, and therefore a separate network shall be provided for public access terminals and Wi-Fi.

d) The Library shall accept all Township IT policies as they relate to the use of the Township's corporate IT equipment and infrastructure connected to the Township's Corporate drive.

i)The Board shall pass a resolution accepting this policy, as it relates to Township's corporate IT equipment and infrastructure use

ii)and Library staff shall sign and agree to this policy, as it relates to Township's corporate IT equipment and infrastructure use.

e) The Library shall develop its own IT policies, independent of the Township, for patron use technology, including patron networks, Wi-Fi, and MakerSpaces.

2) The Township shall provide to the Library:

a) Second level software and hardware support for Library employee users of Township technology.

b) Support during Township business hours, Monday to Friday, 8:30 a.m. to 4:30 p.m., excluding Township statutory holidays. No emergency after-hour support is provided to any department. The Help Desk should be notified after hours, in order to minimize down time when Township staff return to work.

c) Help desk service tickets are handled on a priority basis throughout the entire Township. The Library tickets shall be handled at the same priority level as for Township departments.

d) Usernames and passwords shall be created for incoming staff (and for Board members and Advisory Council chairs if requested), and email shall be archived for outgoing users. Employees of the Library shall be provided with an Intranet account which shall allow access to the services of the Township that are provided to Township employees.

e) Procurement of IT equipment and infrastructure provided to the Library by the Township shall occur at the same times as for Township departments. The Library may choose to request items not provided, such as public networked systems be included in this MOU.

f) Support and general maintenance of staff and public networks of the Library. Any secondary devices or acquisitions acquired by the Library, as well as all equipment on the public network shall be the responsibility of the Library to maintain and service.

i) The Management of software licenses for software purchased by Township IT. The Library shall adhere to all licensing agreements for any software or products that the Township provides. The CEO shall have an opportunity to review and provide feedback with regards to any large scale procurement in order to assure that general Library use needs shall be met within the requirements of these agreements.

j) MFIPPA Freedom of Information file and email searches, according to the terms of the POL.COR.12.13 IT Infrastructure Acceptable Use Policy, as required.

3) The Library shall be responsible for providing the following IT services without support of the Township:

a) Integrated Library System.

b) First level software and hardware support to Library employees.

c) Software support for Library business systems.

d) Providing training to members of the community on their devices, hardware, software, licensing, printing needs and Wi-Fi network access.

e) Library web site design and support.

f) Library social media account support.

g) Support for devices and software that are not part of the Township's corporate standard, for example Apple devices and the Koha business system.

h) Development of MakerSpace rooms and services such as 3D Printing.

i) Support for devices purchased by the Library which are not provided to the Library by the Township.

SCHEDULE "D"

Facility Maintenance Support

1) The Township Works Department shall provide the following maintenance services to the Board under the Township's Policies and Procedures for the services listed below:

   a) Preventative Maintenance

   b) Code Compliance **-** TSSA, OHSA, ESA, MOL, Building, Fire, AODA

   c) Minor Improvements

   d) Capital Project Management

   e) Property Management

   f) Support for emergency after-hours incidents on Library properties

   g) Budget for Facility and Grounds maintenance, health & safety upgrades as required, repair/replacement of components of the buildings and properties of the Library

   h) Contractor Policy for facility maintenance

2) The Township shall complete all necessary repairs and enhancements in a timely manner to mitigate risk at Library locations.

6) Prior to the start of any planned changes to the grounds of either the Craigleith Heritage Depot or the L.E. Shore Memorial Library or the adjacent lot at 177 Bruce Street, discussions shall take place with the CEO and the Board in order to ensure that said additions or changes meet the long term plans of the Board, including any Space or Strategic Plans.

   a) The CEO and Board shall consult the Township's Community Services and Township's Planning Department when producing any Space Plans to ensure these plans meet the Township's Official Plan or any Master Plans.

   b) The Custodial Facility Maintenance of all Library locations shall be provided by the Township, be it a third party contract or by Township Staff. The CAO and CEO may choose to develop a separate Schedule to outline any specific options to this clause.

7) The Township shall cover all utility expenses.

8) The Township shall maintain snow removal services and lawn/garden maintenance at all Board operated locations owned by the Township to the same standards of other Township owned facilities.

9) As the library and museum are open to the public on weekends and in evenings, the Township shall ensure that Board services are not interrupted due to maintenance issues.

SCHEDULE "E"

INSURANCE AND RISK MANAGEMENT

1) The Library shall receive support from the Township for insurance and risk management and agrees to the following:

   a) The Library shall adhere to the requirements of the Township's Insurance Risk Management Program.

   b) The Library shall not knowingly place the Corporation under any undue risk.

2) The CEO shall prepare and maintain an asset management plan for the facilities and holdings, and shall review and revise the plan annually with the Board and CAO to ensure adequate insurance is in place.

3) The Library may, at any time, purchase insurance outside of the Township's policy for additional insurable needs not covered by the Township, or covered to the level the Board directs.

4) The Board and all officers of the Board, including the CEO shall be included in the liability, indemnification, and Errors & Omissions insurance of the Township.

5) Adequate insurance coverage for the Library's facilities and contents including furnishing, capital equipment, and other holdings, shall be provided under the Township's insurance policy. The CEO is responsible for ensuring maintenance of current records of library property for insurance purposes.

SCHEDULE "G"

MARKETING AND COMMUNICATIONS

1) The Library may utilize Township advertising rates. The Library shall be included in Township marketing/communications procurement.

2) The Township shall assist the Library in communications regarding events and programs on the Township Website, in the Township's E-Blasts, and on any no-cost communication methods incorporated by the Township.

3) The Township and Library websites shall not duplicate content on each other's websites. The two websites shall include reciprocal links to each other's websites/content.

4) The Library is responsible for managing its marketing materials and any costs associated with marketing, advertising or communication.

5) The CEO may consult with the CAO, or designate, for recommendations on media communications. 6) The CEO shall inform the CAO or designate of any changes to Library services, staffing or Board/Committee members, or any other information which is promoted on the Township's website.

SCHEDULE "H"

CORPORATE TRAINING OF BOARD

1. The Township shall provide all legally required training to the CEO and Board members as appropriate no less than once in every four-year term of office following the appointment of the new Board. This shall include topics to be determined as a modified training of Council (such as Robert's Rules, MFIPPA, AODA Customer Service Training as it relates to policy approval, etc) and occur consultation with the CEO.

2. The Township staff may provide instruction on interpreting financial and budgetary statements to the Board.

3. The Township shall include the Board in any of the Township's committee education workshops.

SCHEDULE "I"

LEGAL SERVICES

1. The Board shall have access to the same legal services provided by the Township to other Boards or committees of Council.
2. If the Board utilizes the Township's Legal Counsel, the Township will bill any costs not covered through the Township's retainer back to the Board.
3. The parties agree that no costs shall be charged to the Board, unless the cost has been approved in writing by the Board prior to any expenditure by the Township.
4. Should the Board need legal services to pursue any legal action, the Board is encouraged to engage independent legal advice to avoid the potential community perception of a conflict of interest with the Township's Counsel providing legal support to the Board.
5. The Township reserves the right to decline any request.

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
May 01, 2026	**Opening balance**			**3,524.45**
May 04, 2026	CREDIT MEMO INT @ 2.6000% CIBC-AUTOMATED INTEREST SYST		7.53	3,531.98
May 31, 2026	**Closing balance**			**3,531.98**
	Total value		7.53	
	Total count	0	1	