SOUTH ALGONQUIN PUBLIC LIBRARY (SAPL)
REGULAR MEETING OF THE BOARD
September 17th 2024 7pm Madawaska Branch/Zoom
AGENDA

Land Acknowledgement:

Call to Order

1. **Approval of Agenda**
2. **Approval of Minutes:** June 18th 2024
3. **Report of the Chairperson:**
4. **Business Arising from the Minutes**
   - 4.1. **Budget 2025:** Increase Books by $1000 to $7000, Add $500 to Supplies/Programming to include $1600 for two multi-function laser printers. Budget due October 31st.
   - **4.2. Programming 2025:** Spring – Medicinal Plant Walk, Fall – Adam Shoalts, Paint Nights with Kelsey Fuller(TBD)
   - 4.3. **Presentation about Ontario snakes and turtles:** Seventy-Eight attendees, a mix of local families, visiting families and tourists. Very well received with positive feedback.
   - 4.4. **Linda Hutsell Manning:** September 4 at 6:30 PM

5. **New Business:**
   - 5.1. **Canadian Museum of Nature:** We have partnered with the Nature Card program and have received four family admission passes; this will renew annually.
   - **5.2. 2024-25 Public Library Operating, Pay Equity (PLOG/PE):** The annual application has been submitted.
   - **5.3. OLS Virtual Conference:** Staff: Wednesday, October 23, 2024 9:45 AM-5:00 PM. Board Members: Thursday, October 24, 2024 6pm-9pm
   - **5.4. ILL Migration from VDX platform to Resource Sharing for Groups(RS4G):** ILL User staff training: September 23 – October 11th. New platform goes lives November 12th. Staff Training on Reports: December TBD
   - 5.5. **International Dyslexia Association Ontario (IDA) Microgrant:** An application was submitted. We were declined as preference was given to first time applicants.
   - 5.6. **Community Futures Development –** Local Initiatives Program. Info to follow
6. **Reports**
   - **6.1. Finance:** Bank Statements June, July and August
   - **6.2. Librarian's Reports:**
   - **6.3. Council Report:**
7. **Governance**
   - 7.1. **Governance Committee:** Next steps Develop an MOU with the Township. Request a new Library Bylaw.
   - **7.2. Governance Training:** training for Board Members update
   - **7.3. Policy:** Board review of the Township HR, Procurement, Accessibility Policies
   - 7.4. **Strategic Planning/Strategic Doing:**
8. **Programming:** (strategic alignment: community outreach, programming)
   - 8.1. **School visits: Daycare Visits:** Two monthly visits this summer.
   - 8.2. **Adam Shoalts:** Fall 2025
   - 8.3. **Medicinal Plant Walk with Christine McRae:** Moved to next 2025.
9. **Correspondence:**
10. **Any Other Business**
11. **In-Camera / Out-of-Camera**
12. **Next meeting: October 15th 2024 7pm Whitney Branch/Zoom**
13. **Adjournment**

Community Futures Development – Local Initiatives Program.(LIP)
I met with a rep (Melanie Wright) from the Community Futures Development Corp, to discuss their Local Initiatives Program (L.I.P). This grant is suitable for the library, recreation, seniors, and municipal initiatives. Intake is ongoing with projects being completed by March 31st, 2025. Next intake round then begins in April. This is a repeating grant and groups may put in more than one application at a time for different projects. This can be used for capital and non-capital costs; they will contribute up to $3500 for project costs and may consider larger amounts on a case-by-case basis. These must be new projects/programs/events. They are very open to providing funds for programming and public events. Examples: walking groups, children's/adult/senior's programs, public information workshops, guest speakers, senior's day trips etc. to give you some ideas. Melanie has promised this to be an easy straightforward application process and is encouraging multiple project submissions. You can visit https://community-futures.ca/local-initiative-project-stories/ and see the funded projects from 2023.

2025 Programming

Paint Night Series with Kelsey Fuller (Whitney)
Two adult & Two children craft events with Brendia Drew (Madawaska)
Spring – Medicinal Plant Walk with Christine McRae $375 + tax
Fall – Adam Shoalts $500 + tax

Events that we can apply for funding for through Community Futures Local Initiative Program

Little Ray's
Our presentations are available in English or French. Please note that during the cold season, all presentations must be indoors and have an ambient temperature of 18 degrees or more. Outdoor presentations require a shaded area for the animals and a minimum of 15 degrees to be held outdoors. Please find our packages below!

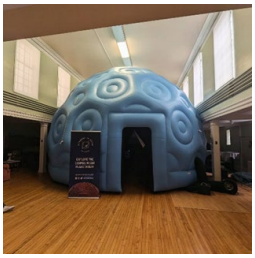
Nature's Ninjas - 60 minutes: Explore some of the unique mechanisms of self-defence that reptiles, mammals and invertebrates have evolved. Why are ferrets so flexible? What do tarantulas do to protect themselves from predators? Find the answers to these questions and more in this exploration of amazing animal adaptations and instincts!

*Live animals may include a small mammal, an arachnid, a turtle, lizards, snakes, and a crocodilian. *Please note that crocodilians are available for Ontario presentations only! Price: $395+HST, $295+HST for each additional show (same day, same location, less than 1 hour in between shows) *Please note there are additional mileage charges outside of our 30km radius. The cost is $0.52 per kilometre for every kilometre over 60km roundtrip* Out of Ottawa

Astronomy in Action - awaiting more information

Astronomy in Action is an educational show that entertains using incredible visualizations of the night sky created in a portable inflatable planetarium dome. Bring in our inflatable planetarium and let us act as your personal 360 degree theatre. Visitors enter and sit back on our amazing inflated seating ring, placing them at the perfect angle to experience the planetarium content. Out of Toronto.

In addition to the cost for the dome program, please note there would be associated travel fees. Travel is mileage based on your location, as well as accommodations. Travel for Whitney is $350-$390 depending on which dome you need and accommodations are $170/night; both are subject to HST. We would likely also need to consider dates in April at the earliest so as to avoid the worst of the winter driving conditions.



Township of South Algonquin Public Library
Minutes of the Meeting Held
June 18th 2024 7pm Whitney Branch/Zoom

Attendees: Elaine Hare, Rose Jessup, Jeff Bowman, and Councillor Laurie Siydock. **Staff:** Charlene Alexander and Cynthia Haskin **Absent:** Vicki Forward & Sarah Ennor
Land Acknowledgement: Jeff Bowman
Call to Order: 7:00 pm

1. **Motion # 2024-19**
   Moved by – Elaine Hare Seconded by – Rose Jessup /To approve the agenda/Carried
2. **Motion # 2024-20**
   Moved by – – Elaine Hare Seconded by – Rose Jessup /To approve the minutes of May 21st 2024 / Carried
3. **Report of the Chair: none**
4. **Business Arising From the Minutes**
   4.1. **AODA training for Board Members:** To date Rose, Vicki and Elaine have completed AODA training.
5. **New Business:**
   5.1. Budget 2025: Charlene asked Board members to start considering the 2025 budget requests.
   5.2. Programming 2025: consider a paint night event with Kelsey Fuller, Charlene will enquire.
   5.3. **Tackle Share Program:** the Tackle Share agreement has been renewed for 2024.
   5.4. Presentation about Ontario snakes and turtles: Charlene will reach out and plan.

6. **Reports**
   6.1. **Finance:** The last three years of audited financials have been added on the google drive.
   6.2. **Librarian Reports:**
   6.3. Council Report: Reported that the Township did not include the library in their strategic plan because the library has their own strategic plan.
7. **Governance**
   7.1. **Governance Committee:** Next steps Develop an MOU with the Township. Request a new Library Bylaw.
   7.2. Governance Training: list attached
   7.3. Policy: Review Township HR policies(includes employment, compensation and benefits, conduct(includes volunteers), health and safety, operations, and technology), Procurement, Accessibility Policies. These items will need to be formally adopted and incorporated into the new MOU.
8. **Programming**
   8.1 School visits: **Daycare Visits:** occasional
   8.2 Adam Shoalts: Fall 2025
   8.3 Linda Hutsell Manning: September 4th 6:30pm Madawaska Branch.
   8.4 Medicine Walk with Christine Luckasavitch: program is being developed.
9. **Correspondence**
   9.1. **Career Path Podcast with Brian Peterson:** Brian has decided not to run this program at this time due to health issues.
   9.2. Gloria Beauclair of the Whitney Recreation requested the libraries financial support for them to host a program with Rory Mackay. The library declined due to budget cuts.
10. **Any Other Business:** Review fridge magnets. Agreed to change the colours to red & white and add a chickadee, to be aligned with the Townships theme. Sarah agreed to take this on.
11. **In-Camera/Our of Camera:** none
12. **Next Meeting**: September 17th 2024 7pm Madawaska Branch/Zoom
13. **Motion # 2024-21**

Moved by – Elaine Hare Seconded by – Rose Jessup /To adjourn 8:02pm Carried

Township of South Algonquin Libraries Monthly Stats

Sep-2024

	Whitney			Madawaska		
	June	July	August	June	July	August
Head Count	140	137	196	122	144	123
School visits/programs	69	86	8	0	0	0
combined total	209	223	204	0	0	0
Circulation	529	557	583	141	112	175
Activity Kits (includes Park passes)	8	14	13	0	3	4
Device	4	11	15	0	2	0
Computer users	35	48	42	20	35	21
Inter Library Loans	18	18	21	8	3	10
New Members	0	0	4	0	1	1
Print/fax/copy	25	70	26	15	4	11
Reference/Reader's Advisory	17	22	40	6	0	1
Tech/media/software support	12	15	17	7	4	4
minutes spent on above requests	210	290	415	52	37	77
In Library Use	50	40	42	20	27	21
Program headcount	69	86	8	0	0	0
Over drive users - both libraries	16	15	18	0	0	0
Overdrive circulation - both libraries	405	264	242	0	0	0
non members users	3	50	38	16	29	23
seed library	28	7	5	2	1	0

Head Count by Day

Tuesday	0	0	0	28	44	37
Wednesday	138	94	61	0	0	0
Thursday	99	88	100	63	72	60
Saturday	41	41	43	31	28	26

Library Speakers Consortium

Speaker Series Stats (Jan - Aug)

Archived Event Views 4581

Current Event Registrations 5

CIBC

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
Jun 01, 2024	**Opening balance**			**3,291.63**
Jun 05, 2024	CREDIT MEMO INT @ 5.3500% CIBC-AUTOMATED INTEREST SYSTI		14.95	3,306.58
Jun 30, 2024	**Closing balance**			**3,306.58**
	Total value		14.95	
	Total count	0	1	

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Account # / Description Date	Source	Transaction Description	Account Class Sub	Pd	Batch	Tr Amount	Balance Forward Balance
11-1306 - CIBC Library Bank Account			Asset				3,291.63
6/19/2024	Interest	Interest Earned on Library Acct	GL	6	00267	14.95	3,306.58
					Net Total:	14.95	

Accounts Printed: 1

Township of South Algonquin
Library Chequing Account
30-06-2024

Cleared Bank Balance:	3306.58
Add: Outstanding Deposits	0
Less: Outstanding Cheques	0
Ending Balance:	3306.58
G/L Balance:	3306.58
Difference (should be $0):	0

July Bank Closed

CIBC

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
Jul 01, 2024	**Opening balance**			**3,306.58**
Jul 04, 2024	CREDIT MEMO INT @ 5.1400% CIBC-AUTOMATED INTEREST SYST]		13.96	3,320.54
Jul 31, 2024	**Closing balance**			**3,320.54**
	Total value		13.96	
	Total count	0	1	

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Account # / Description Date	Source	Transaction Description	Account Class Sub	Pd	Batch	Tr Amount	Balance Forward Balance
11-1306 - CIBC Library Bank Account			Asset				3,306.58
7/31/2024	Interest	Interest Earned on Library Acct	GL	7	00358	13.96	3,320.54
					Net Total:	13.96	

Accounts Printed: 1

Township of South Algonquin
Library Chequing Account
31-07-2024
11-1306

CIBC

Cleared Bank Balance:	3320.54
Add: Outstanding Deposits	
Less: Outstanding Cheques	0
Ending Balance:	3320.54
G/L Balance:	3320.54
Difference (should be $0):	0

BANK RECONCILATION

Date	Code	Num/Acct	Remarks	Debit	Credit	Status	Statusdate
Jul 04, 2024	BKIN	15-4020-0000	Library Interest Earned	0.00	13.96	CL	Jul 04, 2024
			Totals:	0.00	13.96		

Summary For: LIB1 - CIBC Library [11-1306-0000]

Total Cleared Cheques:	0.00		
Bank Open Balance:	3,306.58	G/L Closing:	3,320.54
Debits (0)	0.00	Outstanding Cheques:	0.00
Credits (1)	13.96	Outstanding Trans:	0.00
Bank Closing Balance:	3,320.54	Bank Closing Balance:	3,320.54

OUTSTANDING CHEQUES AND TRANSACTIONS

Date	Code	Num/Acct	Remarks	Debit	Credit	Status	Statusdate
BKTRAN							

Net

Outstanding Debits:			
Outstanding Credits:			
# of Outstanding Cheques:	0	Outstanding Cheques:	
# of Outstanding Transactions:	0	Outstanding Transactions:	

CIBC

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
Aug 01, 2024	**Opening balance**			**3,320.54**
Aug 06, 2024	CREDIT MEMO INT @ 5.0400% CIBC-AUTOMATED INTEREST SYSTI		14.21	3,334.75
Aug 31, 2024	**Closing balance**			**3,334.75**
	Total value		14.21	
	Total count	0	1	

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BANK RECONCILATION

Date	Code	Num/Acct	Remarks	Debit	Credit	Status	Statusdate
Aug 31, 2024	LBIN	15-4020-0000	Library Interest Earned	0.00	14.21	CL	Aug 31, 2024
			Totals:	0.00	14.21		

Summary For: LIB1 - CIBC Library [11-1306-0000]

Total Cleared Cheques:	0.00		
Bank Open Balance:	3,320.54	G/L Closing:	3,334.75
Debits (0)	0.00	Outstanding Cheques:	0.00
Credits (1)	14.21	Outstanding Trans:	0.00
Bank Closing Balance:	3,334.75	Bank Closing Balance:	3,334.75

OUTSTANDING CHEQUES AND TRANSACTIONS

Date	Code	Num/Acct	Remarks	Debit	Credit	Status	Statusdate
BKTRAN							
			Net				

Outstanding Debits:			
Outstanding Credits:			
# of Outstanding Cheques:	0	Outstanding Cheques:	
# of Outstanding Transactions:	0	Outstanding Transactions:	

	Account_Dept Name	Actual 24 YTD	Budget YTD	Budget 24 Fiscal	Budget Differe	Budget 25 T	Fisc 1
Expenses							
	16-6100-0400 Library Salaries And Wages	47,594.10	93.73%	50,780.00	-50,780.00	0.00	0.00
	16-6100-0440 Library E.I.C.	1,032.49	122.19%	845.00	-845.00	0.00	0.00
	16-6100-0450 Library C.P.P.	2,694.97	103.45%	2,605.00	-2,605.00	0.00	0.00
	16-6100-0460 Library W.S.I.B.	1,723.39	99.33%	1,735.00	-1,735.00	0.00	0.00
	16-6100-0470 Library E.H.T.	866.52	87.53%	990.00	-990.00	0.00	0.00
	16-6100-0480 Library OMERS	3,911.20	85.87%	4,555.00	-4,555.00	0.00	0.00
	16-6100-0540 Library Licences & Permits	101.76	92.51%	110.00	-110.00	0.00	110.00
	16-6100-0590 Library Books	4,054.33	67.57%	6,000.00	-6,000.00	0.00	7,000.00
	16-6100-0610 Library Repairs To Equipment	0.00	0.00%	0.00	0.00	0.00	0.00
	16-6100-0650 Library Heating	668.76	44.58%	1,500.00	-1,500.00	0.00	1,500.00
	16-6100-0660 Library Hydro	1,983.18	70.83%	2,800.00	-2,800.00	0.00	2,800.00
	16-6100-0690 Library Rental/Lease Agreement	727.57	72.76%	1,000.00	-1,000.00	0.00	1,000.00
	16-6100-0700 Library Advertising	127.20	42.40%	300.00	-300.00	0.00	300.00
	16-6100-0710 Library Travel	0.00	0.00%	300.00	-300.00	0.00	300.00
	16-6100-0730 Library Conferences/Training	0.00	0.00%	500.00	-500.00	0.00	500.00
	16-6100-0800 Library Telephone	1,957.43	63.14%	3,100.00	-3,100.00	0.00	3,100.00
	16-6100-0810 Library Office Expense-Postage	55.00	31.43%	175.00	-175.00	0.00	175.00
	16-6100-0820 Library Supplies	2,112.70	60.36%	3,500.00	-3,500.00	0.00	4,000.00
	16-6100-0940 Library Capital Expenditure	0.00	0.00%	0.00	0.00	0.00	0.00
	16-6100-0960 Library Conditional Grant Expense	0.00	0.00%	0.00	0.00	0.00	0.00
Expenses		69,610.60	86.16	80,795.00	-80,795.00	0.00	0.00
Revenues							
	15-3200-0000 Grants Library-Ontario	973.92	13.99%	6,960.00	-6,960.00	0.00	0.00
	15-3300-0000 Fees - Library	0.00	0.00%	100.00	-100.00	0.00	0.00
	15-9000-0207 Transfer from Reserves to Library	0.00	0.00%	0.00	0.00	0.00	0.00
Revenues		973.92	13.79	7,060.00	-7,060.00	0.00	0.00
Total Income:		$973.92	0.00	7,060.00	-7,060.00	0.00	0.00
Total Expenses:		69,610.60	0.00	80,795.00	-80,795.00	0.00	0.00
Totals:		$-68,636.68	93.09	-73,735.00	73,735.00	$ 0.00	$ 0.00

Budget Assumptions

Access Copyright License
Increase is needed due to rising costs of books

HyTec Security, ResourceMate Software, MS Office Software

$1600 for two multi function printers, library programming & supplies

0.00

OLS Internet Grant, Public Library Operating Grant

0.00