TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY (SAPL)
AGENDA - REGULAR MEETING OF THE BOARD
September 23rd, 2025, Madawaska Branch/Online

Land Acknowledgement:

Call to Order

1. **Approval of Agenda** *Motion Required*
2. **Approval of Minutes:** *Motion Required:* **June 24th, 2025**
3. **Report of the Chairperson:**
4. **Business Arising from the Minutes**
   - 4.1. **OLS Virtual Conference:** Staff – November 19th Library Board – November 20th
   - 4.2. **Bottle Return Fundraiser:**

5. **New Business:**
   - 5.1. **Budget:** Due October 31, 2025. Budget Rationale below.
   - 5.2. **Fall Board Assembly Meeting:** Wednesday, October 29 6-8pm. Board Assembly Meetings provide library board members with opportunities to share information and hear how other boards deal with issues in governing a public library. These meetings offer support for board training and serve as a communication link between the Ontario Library Service and local boards.

6. Reports
   - 6.1. **Finance:** *Action:* Review of the bank statements. July $3451.09 August $3460.17
   - 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***: Charlene Alexander has prepared the draft MOU. Sarah Ennor is reviewing MOU.*

8. Next meeting: October 28th, 2025, Whitney Branch/Online
9. Adjournment: *Motion Required*

Township of South Algonquin Public Library
Minutes of the Meeting Held
June 24th, 2025, 7pm Madawaska Branch/Online

Attendees: Rose Jessup, Councillor Laurie Siydock, Vicki Forward, Sarah Ennor, Jeff Bowman
Staff: Cynthia Haskin, Charlene Alexander **Regrets:** Elaine Hare
Land Acknowledgement: Charlene Alexander
Call to Order: 7:05 pm

1. **Motion # 2025-21**

Moved – Jeff Bowman Seconded – Rose Jessup /To approve the agenda/Carried

2. **Motion # 2025-22**

Moved – Jeff Bowman Seconded – Rose Jessup /To approve the minutes of **May 27th, 2025**/Carried

3. **Report of the Chair:** Thanked the CEO for her work on organizing the Astronomy in Action program. Thanked Jeff Bowman for his years of service to the Library Board.
4. **Business Arising from the Minutes**
   4.1. **Dental Hygiene Clinic:** Free dental screening for children, provided by Renfrew County Health Unit. Whitney branch July 16th from 10 – 2.
5. **New Business: none**
6. **Reports**
   6.1. Finance: Review of the May bank statements. $3433.28
   6.2. **Librarian Reports**: Reviewed and discussed reports.
   6.3. **Council Report:** no report
7. **Governance**
   7.1. **Policy:**
   Motion # 2025-23

Moved – Jeff Bowman Seconded – Sarah Ennor /To approve the updated Ontario Parks Day-Use Vehicle Permit Lending Program policy/Carried

   7.2. **Strategic Planning/Strategic Doing:**
8. **Programming**
   8.1. **School Visits:** Two classes, bi-weekly **Daycare Visits:** Occasional
   8.2. **Adam Shoalts Event:** Sunday April 19th, 2026.
9. **Correspondence: none**
10. **Any Other Business: none**
11. **In-Camera/Out of Camera:** none
12. **Next Meeting**: September 23rd, 2025, Madawaska Branch/Online
13. **Adjournment**
    Motion # 2025-24
    Moved by – Sarah Ennor Seconded by – Jeff Bowman /To adjourn 8:10pm Carried.

Budget Rationale

The proposed budget aligns with the library's strategic priorities and responds to community needs.

- **Training and Conferences:** Increased funding will expand staff development opportunities, ensuring high-quality, responsive services. Increase $250
- **Book Budget:** A larger allocation offsets rising costs and supports the goal to *Maintain and expand the collection*, promote intellectual freedom, reflect local culture, and *Keep pace with modern technology through innovative, non-traditional materials*. Increase $500
- **Business Supplies and Programming:** Additional resources will strengthen program delivery, broaden outreach, foster partnerships, and ensure inclusive, impactful offerings, while also advancing the goal to *Keep pace with modern technology and procure innovative, non-traditional materials*. Increase $250
- The library does not have any capital requests for 2026.
- Notes from finance: Enter the budget $ amount in the highlighted column *FISC 1 2026 Budget*. Add line-item details to the highlighted *Budget assumptions/Budget Notes.* Please don't alter the spreadsheet or I will not be able to import it into our budget.
- Notes from CAO: Department heads were asked to review the Township Budget and Financial Control Policy, and to align budgetary requests to our strategic plan.

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:

- Print, Fax, Copy
- Resizing and printing wood working patterns
- Finding and printing knitting patterns
- Set up a new smart phone and transfer data from old phone
- Download, print, scan and email documents
- Proctored a two-hour exam on July 24th & July 31st
- Readers Advisory
- Taught a person how to do basic maintenance on a laptop
- Helped four patrons to learn about using AI bots
- Have helped sign up six people for the Canada Dental Plan online
- Assisted a patron to file two years of taxes using Wealth Simple

Other Tasks:

- Removed June Pride month display and set up a new display including Men's Mental Health, Memory and Alzheimer's support
- New Books: Purchased, processed, added to database, displayed and promoted on social media.
- Collection maintenance and review (ongoing).
- Weeded adult fiction
- Continue weeding the DVD collection.
- Performed updates and maintenance on all computers and Chromebooks
- Social Media Posts: 141 posts created/shared. Responded to comments and messages
- Updated Website
- Ordered new printers, set up new printer

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

- **Daycare Visits –**This summer, the Whitney branch welcomed four visits from the local daycare, with a total attendance of 47 children**.**
- **Adam Shoalts:** Sunday April 19th, 2026.
- **Night Sky Photography with Robert Fisher Program:** Organized and promoted. See Cynthia Hakins report for details**.**
- **TD Summer Reading Club:** We had five online participants
- **Free Little Libraries:** Community continues to enjoy and make good use of both locations
- **Dental Screening Clinic:** The Whitney branch hosted a free community dental screening clinic for children and families on July 16th, provided by a Registered Dental Hygienist from the Renfrew County and District Health Unit. While promotion was broad, there were no participants.

Governance ● **Responsive ● Governance**

- Prepared Agenda, minutes, and report. Attended regular monthly Library Board Meeting
- Attended monthly Township Committee meeting and compiled a report for Council.
- Attended Monthly CEO Informal Zoom Meeting
- Reviewed and submitted staff payroll to township, bi-weekly.
- Regular check-ins with Branch Librarian via phone/email
- MOU draft prepared. Sarah Ennor is reviewing
- Public Library Operating Grant/ Pay Equity: completed & submitted 2025 Pay Equity grant
- Budget: Have discussed with Cynthia and reviewed strategic plan to determine budget items
- Prepared newsletter submission
- Volunteers: Put out a call for Board members and student volunteers

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

Daily Operations and tasks ● **Responsive ● Freedom ● Accessibility**

- assisting patrons with scanning, emailing, faxing, printing documents
- prepared new books for shelves, focused on kids' books for upcoming holidays
- book sales, new memberships
- did some laminating for patrons
- helped patrons with their computers
- scanned books in and out and shelved them
- tiding books on shelves did some weeding
- check washrooms for cleanliness
- performed updates and maintenance on Chromebook computers
- organized some Meeting minutes on goggle drive

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

- Night time Photography – 12 participants, separate report

Governance ● **Responsive ● Governance**

Work continues on updating daily operations manual

- creating daily, weekly, monthly task charts
- creating a new book list to buy books
- weekly check-ins with Charlene by phone and email
- Putting new spine labels on some of the older books
- Check free little library weekly to replenish

This summer was a busy one at the library. Our lending statistics showed steady activity, and several of our specialty kits — including the telescope and park passes — were a huge hit with patrons. We also received many

wonderful comments about our overall selection and the specialty kits in particular, with members expressing how impressed they were. I set up the new printer that Charlene purchased for us, which has been working well and has already been used by many. In addition, we welcomed a few new members to the library.

Township of South Algonquin Libraries Monthly Stats

September 2025

	Whitney			Madawa
	June	July	Aug	June
Head Count	160	167	148	96
School/daycare visit headcount	32	28	12	0
Program headcount	110	0	0	0
Circulation	453	372	352	108
Activity Kits (includes Park passes)	5	10	10	0
Device	3	4	1	0
Computer users	25	19	17	4
Inter Library Loans	0	15	10	0
New Members	0	4	3	2
Print/fax/copy	12	130	28	10
Reference/Reader's Advisory	73	104	80	8
Tech/media/software support	14	19	20	4
minutes spent on above requests	675	555	595	68
In Library Use	22	83	33	26
Over drive users/both branches	13	18	15	0
Overdrive circulation/both branches	152	125	119	0
non members users	14	13	18	13
seed library	18	15	2	1
Head Count by Day				
Tuesday	0	0	0	41
Wednesday	62	54	48	0
Thursday	71	86	71	33
Saturday	27	27	29	22

ska

July	Aug
132	185
0	0
0	0
176	185
9	16
0	0
18	29
0	0
1	0
10	14
4	11
2	4
54	71
25	54
0	0
0	0
18	53
8	3

36	61
0	0
57	61
39	63

Library Board Report
Bottle Drive Agreement Update

Prepared by: *Cynthia Haskin*

Background

Rajat, a store worker, mentioned that customers were interested in donating their empty bottle refund money to the Library. In response, documents were drafted to formalize the arrangement, and Rajat delivered them to the store owner.

What Happened

- The store owner reviewed the documents but refused to sign.
- His concern was that he did not know how to keep the donated money separate when entering transactions into his till.

Clarification of Intent

Our intent was misunderstood.

- The donation jar would have been **completely separate from the till** — the store would not be expected to enter or track anything in their cash system.
- The request was only for permission to place a donation jar with a sign in the store.
- Customers would have had the option to contribute their bottle refund money or spare change.
- Our group would assume all responsibility for maintaining the jar and collecting funds.

Outcome

- The store owner later called to explain his decision.
- I thanked him for considering and assured him there were no hard feelings.
- He added that, if in the future we decide to collect empties ourselves and bring them in, he would appreciate advance notice before delivery.

Recommendations / Next Steps

- Consider re-approaching the store in the future with a simple, clear explanation, if appropriate.
- Explore other local businesses as potential locations for a donation jar.
- Maintain positive relations with the store owner in case opportunities arise later.

Account	Name	Budget	Actual	Available	% Used
15-3200-0000	Grants Library-Ontario	6,464.00	0.00	6,464.00	0.00
15-3300-0000	Fees - Library	0.00	75.00	(75.00)	0.00
16-6100-0400	Library Salaries And Wages	75,000.00	46,849.50	28,150.50	62.47
16-6100-0440	Library E.I.C.	2,000.00	1,090.88	909.12	54.54
16-6100-0450	Library C.P.P.	4,000.00	2,531.89	1,468.11	63.30
16-6100-0460	Library W.S.I.B.	2,500.00	1,624.92	875.08	65.00
16-6100-0470	Library E.H.T.	1,500.00	926.49	573.51	61.77
16-6100-0480	Library OMERS	6,000.00	4,223.24	1,776.76	70.39
16-6100-0540	Library Licences & Permits	110.00	0.00	110.00	0.00
16-6100-0590	Library Books	7,000.00	4,822.12	2,177.88	68.89
16-6100-0650	Library Heating	1,500.00	817.69	682.31	54.51
16-6100-0660	Library Hydro	2,800.00	2,473.53	326.47	88.34
16-6100-0690	Library Rental/Lease Agreement	1,000.00	659.39	340.61	65.94
16-6100-0700	Library Advertising	300.00	0.00	300.00	0.00
16-6100-0710	Library Travel	300.00	0.00	300.00	0.00
16-6100-0730	Library Conferences/Training	500.00	371.09	128.91	74.22
16-6100-0800	Library Telephone	3,600.00	2,439.64	1,160.36	67.77
16-6100-0810	Library Office Expense-Postage	175.00	0.00	175.00	0.00
16-6100-0820	Library Supplies	5,100.00	2,572.16	2,527.84	50.43
	Income Totals:	**$ 6,464.00**	**$ 75.00**	**$ 6,389.00**	**1.16**
	Expense Totals:	**$ 113,385.00**	**$ 71,402.54**	**$ 41,982.46**	**62.97**
	Grand Totals:	**$ (106,921.00)**	**$ (71,327.54)**	**$ (35,593.46)**	**59.64**

Note: The items marked with ** are over budget

Account_Dept		Name	Actual 25 YTD	Budget 25 YTD	Budget 24 YTD	Actual 24 YTD
16-6100-0400	-0270	Library Salaries And Wages	46,849.50	75,000.00	50,780.00	73,496.37
16-6100-0440	-0270	Library E.I.C.	1,090.88	2,000.00	845.00	1,524.51
16-6100-0450	-0270	Library C.P.P.	2,531.89	4,000.00	2,605.00	3,831.23
16-6100-0460	-0270	Library W.S.I.B.	1,624.92	2,500.00	1,735.00	2,447.47
16-6100-0470	-0270	Library E.H.T.	926.49	1,500.00	990.00	1,279.39
16-6100-0480	-0270	Library OMERS	4,223.24	6,000.00	4,555.00	5,816.67
16-6100-0540	-0265	Library Licences & Permits	0.00	110.00	110.00	101.76
16-6100-0590	-0265	Library Books	4,822.12	7,000.00	6,000.00	5,906.49
16-6100-0650	-0265	Library Heating	817.69	1,500.00	1,500.00	1,134.38
16-6100-0660	-0265	Library Hydro	2,473.53	2,800.00	2,800.00	2,882.69
16-6100-0690	-0265	Library Rental/Lease Agreement	659.39	1,000.00	1,000.00	910.73
16-6100-0700	-0265	Library Advertising	0.00	300.00	300.00	542.47
16-6100-0710	-0265	Library Travel	0.00	300.00	300.00	102.23
16-6100-0730	-0265	Library Conferences/Training	371.09	500.00	500.00	40.70
16-6100-0800	-0265	Library Telephone	2,439.64	3,600.00	3,100.00	3,428.27
16-6100-0810	-0265	Library Office Expense-Postage	0.00	175.00	175.00	55.00
16-6100-0820	-0265	Library Supplies	2,572.16	5,100.00	3,500.00	2,611.71
16-6100-0960	-0265	Library Conditional Grant Expense	0.00	0.00	0.00	0.00
			71,402.54	113,385.00	80,795.00	106,112.07
15-3200-0000	-0115	Grants Library-Ontario	0.00	6,464.00	6,960.00	9,177.92
15-3300-0000	-0110	Fees - Library	75.00	0.00	100.00	265.00
15-9000-0207	-0120	Transfer from Reserves to Library	0.00	0.00	0.00	0.00
			75.00	6,464.00	7,060.00	9,442.92
			$75.00	$6,464.00	7,060.00	9,442.92
			71,402.54	113,385.00	80,795.00	106,112.07
			$-71,327.54	$-106,921.00	-73,735.00	-96,669.15

Fisc 1	Budget Assumptions
2026 Budget	Budget Notes
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
110.00	
7,500.00	Collection Deleopment/risi
0.00	
0.00	
1,000.00	
300.00	
300.00	
750.00	Staff development
0.00	
175.00	
3,750.00	Strengthen program delive
0.00	
0.00	0.00
0.00	
0.00	
0.00	
0.00	0.00
0.00	0.00
0.00	0.00
$ 0.00	0.00

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, 2025	**Opening balance**			**3,451.09**
Aug 05, 2025	CREDIT MEMO INT @ 3.1000% CIBC-AUTOMATED INTEREST SYSTI		9.08	3,460.17
Aug 31, 2025	**Closing balance**			**3,460.17**
	Total value		9.08	
	Total count	0	1	

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, 2025	**Opening balance**			**3,442.32**
Jul 04, 2025	CREDIT MEMO INT @ 3.1000% CIBC-AUTOMATED INTEREST SYSTI		8.77	3,451.09
Jul 31, 2025	**Closing balance**			**3,451.09**
	Total value		8.77	
	Total count	0	1	

Nighttime Photography with Robert Fisher August 9, 2025

The planned night photography session on August 8th was initially postponed due to weather conditions. The rescheduled evening of August 9th drew an attendance of 12 participants. The sky was cloudy, with the moon appearing and disappearing behind the clouds, and only three stars visible throughout the night. Despite the limited visibility, participants captured unique shots and remarked that they really enjoyed the event, learning new techniques in photography. Many attendees expressed they're thanks to Robert Fisher for his guidance and contributions. The evening was a wonderful blend of creativity, learning, and community spirit.

Several participants suggested holding the event again next year, possibly in the fall or winter when the skies are clearer and stars are more abundant.