SOUTH ALGONQUIN PUBLIC LIBRARY (SAPL)
REGULAR MEETING OF THE BOARD
October 17th 2023 7pm, Whitney Branch/zoom
AGENDA

Land Acknowledgement:

Call to Order

1. **Approval of Agenda**
2. **Approval of Minutes: September 19th 2023**
3. **Report of the Chairperson:**
4. **Business Arising from the Minutes**
   - 4.1. **Little Free Libraries:**
   - 4.2. **School Visits:** There are now 4 classes visiting, 2 each alternating on Wednesdays.
   - 4.3. **Water Issues in Whitney:** The well was successfully fractured, and the water issue has resolved. Brick work still needs to be put back into place.
   - 4.4. **Leasing Equipment:**
   - 4.5. **New Business:**
5. **Reports**
   - **5.1. Finance:**
   - **5.2. Librarian's Reports**
   - **5.3. Council Report**
6. **Governance**
   - 6.1. **Policy:** Canada's Anti-Spam Legislation Policy(new), Amendment of Bylaws(new) Device and Special Item Lending Agreement(updated with more items)

Strategic Planning/Strategic Doing:

7. **Programming:**
   - **7.1. Code Club Canada:** Bi-weekly, I run a coding club with one of the school classes. We have explored micro bits (3 sessions) and will be moving to Scratch coding next.
   - **7.2. Indigenous Program:** Gary Pritchard of 4 Directions Conservation: topics such as the intersection of western science, national apology and indigenous knowledge as applied to environmental conservation. Cost 1-night local accommodations $149 + tax. Early December if possible.

8. **Correspondence:**
9. **Any Other Business**
10. **In Camera / Out of Camera**
11. **Next meeting: November 21st 2023 7pm @ Whitney**
12. **Adjournment**

Township of South Algonquin Public Library
Minutes of the Meeting Held
September 19th 2023 @ 7:00 PM

Attendees: Vicki Forward, Elaine Hare, Rose Jessup, Jeff Bowman, Sarah Ennor, and Councillor Laurie Siydock. **Staff:** Charlene Alexander & Cynthia Haskin **(**Please note Charlene left the meeting early due to illness.)
Land Acknowledgement: Rose Jessup
We acknowledge this land which has been the traditional home of the Anishnaabe peoples and home of many generations of our ancestors for scores of years. May we share it, protect its waterways, wildlife, and flora and fauna and defend it and honour it and live in harmony with it for many generations to come.

Call to Order: 7:06pm

1. **Motion # 2023-32**

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

2. **Motion # 2023-33**

Moved by – Jeff Bowman Seconded by – Rose Jessup /To approve the minutes of **June 20th 2023**/ Carried

3. **Report of the Chair:** no report
4. **Business Arising From the Minutes**

4.1 Little Free Libraries: Discussed moving the libraries to the community centres for the winter season. Discussed the possibility of establishing free little libraries in the park, Further discussion is needed.

5.1 Budget: Discussed that the Saturday pilot project will be ending in May 2024 and proposed to add to the budget as regular hours going forward. Statistics from the last 1 ½ years support this. Increase Whitney hours to 20 per week to better support school visits and staff. Increase Cynthia's hours by 4 per week, so that she may work with Charlene on Wednesday's.

Discussed that the Multi Function Printer in Whitney is due to be replaced, Charlene reported that the equipment is in good working order and recommended holding off until 2025. Increase Equipment budget line by $200 to $600. Charlene will inquire if the Township leases or purchases their printing equipment.
Increase conferences/training lines by $500 to $750. Capital expenditure $1200 for two new chairs for librarians and a new phone for Whitney branch.

5.2 School Visits: I had two classes start bi-weekly library visits on September 6th. Coding club is held during one of these visits.
5.3 **Ongoing Water Issues in Whitney:** Waiting to have the well fractured, if that does not work the Township will need to put in a new well. Vicki will talk to Bryan about providing drinking & toilet water.

6.1 **Finance:** Approval of draft budget
6.2 Librarians Report: Discussed programming.
Remaining agenda items moved to the next meeting.

Next Meeting October 17th 2023 @ 7:00 PM Madawaska
Motion # 2023-34
Moved by – Sarah Ennor Seconded by – Jeff Bowman/To adjourn Carried

Township of South Algonquin Libraries Monthly Stats

September 2023

	Whitney			Madawaska		
	June	July	August	June	July	August
Head Count				123	154	173
Book Circulation				44	72	70
Activity Kits (includes Park passes)				3	0	9
Curbside				0	0	0
Computer users				3	5	6
WI-FI in Library				62	71	69
Inter Library Loans				9	18	7
New Members				1	1	1
Print/fax/copy				6	8	10
Reference				0	0	0
Tech/media/software support				0	0	6
time spent on above requests				15	17	34
other requests				0	0	0
Program headcount (2 events)				8	17	31
Over drive users						
Overdrive circulation						
Vaccine receipts				0	0	0
time spent on above requests				0	0	0
non members users				13	26	49
seed library				5	3	1

Madawaska June people stats: Tuesday's - 34 Thursday's - 63 Saturday's - 26
Madawaska July people stats: Tuesday's - 47 Thursday's - 77 Saturday's - 30
Madawaska August people stats: Tuesday's - 50 Thursday's - 85 Saturday's - 38

Whitney June people stats: Wednesday's - Thursday's - Saturday's -
Whitney July people stats: Wednesday's - Thursday's - Saturday's -
Whitney August people stats: Tuesday's - Thursday's - Saturday's -

Township of South Algonquin Libraries Monthly Stats

October 2023

	Whitney			Madawaska	
	August	Sept		August	Sept
Head Count	233	214		173	93
School visits		28	242		
Circulation	410	453		70	26
Activity Kits (includes Park passes'	18	9		9	
Computer users	68	57		6	1
WI-FI in Library				69	50
Inter Library Loans	19	15		7	2
New Members	4	1		1	1
Print/fax/copy	15	21		10	4
Reference/Reader's Advisory	25	34		0	0
Tech/media/software support	16	7		6	2
time spent on above requests	280	205		34	27
Program headcount				31	5
Over drive users	22	19			
Overdrive circulation	147	117			
non members users	11	5		49	4

Madawaska August people stats: Tuesday's - 50 Thursday's - 85 Saturday's - 38
Madawaska September people stats: Tuesday's - Thursday's - Saturday's -

Whitney August people stats: Wednesday's - 85 Thursday's - 119 Saturday's - 29
Whitney September people stats: Wednesday's - 104 Thursday's - 98 Saturday's - 40

Township of South Algonquin Public Library - Budget Requests 2024 - Salaries

In line with our strategic plan: to work towards accreditation, increase capacity as a community hub, better accommodation of school programs, and provide time for Cynthia & Charlene to work directly together, we would like to request increases in service hours at the library.

1) Saturday hours 2-year pilot project (4 hours/weekly at both branches)

This pilot project will be ending in May 2024. It has been successful, and we would like to request to continue this project as a regular Saturday shift at both branches.

2) Increase in Hours

Scenario 1: ($4746.30)

Add two hours a week (16 to 18) to Charlene's schedule to better accommodate school and day care visits. These would be added on Wednesday's. $182.55 biweekly increase to wages and burdens. Annually $4746.30 (26 pay periods x 182.55).

Scenario 2: ($10,309.78)

Add 4 hours per week to the Whitney schedule (16 to 20). This will be used to increase from 3 to 4 open days per week. This meets our strategic goal of 20 hours per week at the main branch. (Accreditation requirement) $396.53 biweekly increase to wages and burdens. Annually $10,309.78 (26 pay periods x 396.53).

Scenario 3: Preferred Option ($16785.08)

Add 4 hours per week to the Whitney schedule. This will be used to increase from 3 to 4 open days per week. This meets our strategic goal of 20 hours per week at the main branch. (Accreditation requirement)) $396.53 biweekly increase to wages and burdens. Annually $10,309.78 (26 pay periods x 396.53).

Add 4 hours per week to Cynthia's schedule. Cynthia will use these hours to work in Whitney with Charlene on Wednesday's. $249.05 biweekly increase to wages and burdens. Annually $6475.30 (26 pay periods x 249.05).

Account # / Description	Last Year Budget	Last Year Actual	Variance Proposed Budget
15-3300 - Fees - Library	100.00	700.00	600.00
Account Class Totals:	100.00	700.00	600.00
16-6100-0540 - Library Licences & Permits	200.00	101.76	98.24 200
16-6100-0590 - Library Books	7,000.00	3,718.71	3,281.29 7000
16-6100-0600 - Library Repairs To Building	2,000.00	522.03	1,477.97 2000
16-6100-0610 - Library Repairs To Equipment	400.00	0.00	400.00 600
16-6100-0640 - Library Insurance	2,260.00	2,259.49	0.51 2260
16-6100-0650 Library Heating	2,000.00	900.26	1,099.74 2000
16-6100-0660 Library Hydro	3,000.00	1,813.48	1,186.52 3000
16-6100-0670 Library Cleaning	200.00	46.37	153.63 200
16-6100-0690 Library Rental/Lease Agreement	1,000.00	776.12	223.88 1000
16-6100-0700 Library Advertising	500.00	76.32	423.68 500
16-6100-0710 Library Travel	900.00	0.00	900.00 900
16-6100-0730 Library Conferences/Training	250.00	116.88	133.12 750
16-6100-0800 Library Telephone	2,800.00	1,747.89	1,052.11 2800
16-6100-0810 - Library **Office** Expense-Postage	250.00	47.18	202.82 250
16-6100-0820 - Library Supplies	4,000.00	4,832.95	(832.95) 4000
16-6100-0940 - Library Capital Expenditure	8,500.00	7,526.08	973.92 1200
16-6100-0960 - Library Conditional Grant Expense	3,320.00	3,098.83	221.17
Account Class Totals:	38,580.00	27,584.35	10,995.65
Net Surplus (Deficit):	(38,480.00)	(26,884.35)	11,595.65

Warning: 2023 has not been closed. Last Year Actual and Variance may change.
Increase 16-6100-0610 - Library Repairs To Equipment by $200 to $600
Increase 16-6100-0730 Library Conferences/Training by $500 to $750 (to provide more training opportunities for staff and to allow Charlene to attend The Rural Roots Library conference in Renfrew.
16-6100-0940 - Library Capital Expenditure $1200 for two ergonomic office chairs for librarians and a new phone for Whitney branch.

TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY

Device and Special Item Lending Agreement

I, _____ have read The Township of South Algonquin Public Library Device and Special item lending agreement and agree to the borrowing terms.

I agree to take full responsibility for the items that I am checking out. I agree to pay the replacement cost of the device and/or any parts if it is damaged while checked out in my care. I agree to pay the entire replacement cost plus a processing fee if I fail to return the item or return it in an unusable condition (determined by the Librarian). If the replacement fees are not received in a reasonable period, the outstanding balance may be reported to the Township for addition to your municipal tax bill. Additionally, your future library privileges will be revoked.
I confirm that I am over the age of 18 and my library account is in good standing. I agree that the device is in good working condition at the time that I am checking it out.
I understand that the device **MUST** be returned inside the library directly to a staff member and not in the drop box as this may cause damage to the device(s)

Device/Special Item	**Current estimated replacement cost**	Check Out	Return	Condition on Return
Kobo eReader (device and accessories)	**$ 300**			
Ontario Parks Day-Use Commercial Permit	**$270**			
Night Skies Kit	**$275**			
Telescope with accessories and carrying case	**$140**			
Radon Detectors	**$175**			
Aranet4 C02 Sensor	**$385**			
Blue Yeti Microphone	**$150**			
C-Pen Reader	**$350**			
Nintendo Switch Lite(case & accessories)	**$325**			
Switch Game: Jurassic World	**$35**			
Switch Game: Minecraft	**$45**			
Switch Game: Mario & Rabbids	**$45**			
Switch Game: Sonic Frontiers	**$55**			
Switch Game: Carnival Games	**$45**			
HP Chromebook	**$400**			
Laptop & Projector (older model)	**$250**			
Experience Backpacks	**$85**			

Replacement Fees (includes taxes and a $10 processing fee)

CHECK OUT: Signature: Staff signature:
RETURN Signature: Staff signature:

Date of Last Review: January 17th 2023 Approval Date:

Chairperson: Vicki Forward CEO: Charlene Alexander