TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY (SAPL)
AGENDA - REGULAR MEETING OF THE BOARD
October 28th, 2025, 6 pm Madawaska Branch/Online

Land Acknowledgement:

Call to Order

1. **Approval of Agenda** *Motion Required*
2. **Approval of Minutes:** *Motion Required:* **September 23rd, 2025**
3. **Report of the Chairperson:**
4. **Business Arising from the Minutes**
   - 4.1. **Budget:** *Action:* Motion to approve draft budget. Added $200 to advertising line.
   - 4.2. **Astronomy in Action program 2026 –** update attached
   - 4.3. **Planning for Astronomy in Action program 2026:** *Action*: Motion to move $1500 out of reserves to cover program costs.

5. **New Business:**
   - 5.1. Night Sky Photography with Robert Fisher – details attached

6. Reports
   - 6.1. **Finance:** *Action:* Review of the bank statements. September $3469.28
   - 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***:* MOU report Sarah Ennor. Attached below
8. **Correspondence:**
9. **Any Other Business:**
10. **In-Camera/Out of Camera:**

11. Next meeting: November 25th, 2025, 6 pm Whitney Branch/Online

12. Adjournment: *Action: Motion Required*

Township of South Algonquin Public Library
Minutes of the Meeting Held
September 23rd, 2025, 7pm Whitney Branch/Online

Attendees: Rose Jessup, Councillor Laurie Siydock, Vicki Forward, Sarah Ennor, Elaine Hare
Staff: Charlene Alexander **Regrets:** Cynthia Haskin
Land Acknowledgement: Charlene Alexander
Call to Order: 7:03 pm

1. **Motion # 2025-25**

Moved – Elaine Hare Seconded – Rose Jessup /To approve the agenda as amended/Carried

2. **Motion # 2025-26**

Moved – Vicki Forward Seconded – Rose Jessup /To approve the minutes of June 24th, 2025, as amended/Carried

3. **Report of the Chair:** I maintained the Free Little Library at Whitney Beach this season. It was well used, with many community members contributing books. Children's titles were especially popular. The structure remains in good condition overall but would benefit from a fresh coat of paint. I also spoke with a few people to gauge their interest in joining the library board.
4. **Business Arising from the Minutes**
   - 4.1. **OLS Virtual Conference:** Staff – November 19th Library Board – November 20th. Charlene Alexander is registered, and Cynthia Haskin will cover the Whitney branch that day.
   - 4.2. **Bottle Return Fundraiser:** The Board reviewed the response from the store owner, who has decided not to participate in the fundraiser. He said that he did not wish to assume responsibility and noted that his computerized system could not separate payments. The Board discussed alternative fundraising options, including placing donation jars at local businesses to support specific library projects.
5. **New Business:**
   - 5.1. **Budget:** Due October 31, 2025. The Board reviewed the draft budget and approved the following adjustments: an increase of $500 to the books line, $200 to travel, $250 to conferences and training, and $250 to library supplies. The Board also agreed to bring back the *Astronomy in Action* program in 2026, with funds to be transferred from reserves to cover the associated costs.
   - 5.2. **Fall Board Assembly Meeting:** Wednesday, October 29 6-8pm. The CEO invited interested board members to join the Board Assembly.
   - 5.3. **Meeting Times:**

   Motion # 2025-27

Moved – Elaine Hare Seconded – Rose Jessup /To change the regular board meeting time from 7pm to 6 pm beginning at the October meeting/Carried

6. **Reports**
   - **6.1. Finance:** Action: Review of the bank statements. July $3451.09 August $3460.17
   - 6.2. **Librarian Reports**: Reviewed and discussed reports.
   - 6.3. **Council Report:** Noted that the first annual Fall Festival will take place on October 5th and thanked the CEO and Chair for offering to enter a scarecrow from the library into the contest.
7. **Governance**
   - 7.1. **Policy:**
   - 7.2. **Strategic Planning/Strategic Doing:** Charlene Alexander has prepared the draft MOU. Sarah Ennor is reviewing MOU.

8. **Correspondence: none**
9. **Any Other Business: none**
10. **In-Camera/Out of Camera:** none
11. **Next Meeting**: October 28th, 2025, 6pm Madawaska Branch/Online
12. **Adjournment**

    Motion # 2025-28

    Moved by – Sarah Ennor Seconded by – Elaine Hare /To adjourn 8:12pm Carried.

Program Report: Astronomy in Action 2026

Program Overview:
The library has contacted *Astronomy in Action* to participate in their 2026 tour. The program offers interactive astronomy experiences through an inflatable planetarium dome and is suitable for both school groups and public audiences.

Date Options Provided:

- **April 14, 2026**
- **July 8–10, 2026 (to be confirmed)**
- **October 13, 2026**

Program Details:
The proposed setup features the **Dragon Dome**, which includes an option for **inflatable seating**. Without the seating, capacity is approximately **60 people seated on the floor**. With the seating, capacity is reduced to **30**, but provides greater comfort, especially for **older participants or individuals with mobility concerns**.

Program Timing and Availability:

- **April:** Daytime program only (staff travel required later that day).
- **July:** Either daytime or evening programs possible.
- **October:** Likely daytime only, pending future scheduling.

Location:
The only venue large enough to host the Dragon Dome is the **St. Martin of Tours School gymnasium**. Use of this space includes a **rental fee** and **custodial fees**, which will need to be factored into the total program cost.

Cost Summary:

- **Program Fees:** $1,000 + HST for the first two shows ($500/show minimum),
  $400 + HST for each additional show.
- **Estimated Travel Costs (upper limit):**
  - Mileage: $376.68 (Toronto–Whitney)
  - Lodging: $340 (one night)
    Final costs may be lower depending on tour route and shared travel.
- **Additional Costs:** School gym rental and custodial fees (amount TBD).

Partnership Update:
The **Madawaska Valley Public Library (Barry's Bay)** has expressed interest in joining the 2026 tour, depending on date and venue availability. However, due to limited access to the school gym during the academic year, their participation would be restricted to **April or October daytime sessions**, which would primarily serve **school groups** rather than public audiences.

Notes:
If scheduling aligns, a joint booking with Madawaska Valley may help reduce travel expenses.

Program Report: Night Sky Photography with Robert Fisher

Program Overview:
The library will once again host *Night Sky Photography with Robert Fisher* on November 14, 2025, following multiple requests from residents and a member of Council to bring this popular program back.
Program Description:
This hands-on evening program introduces participants to night sky photography using cellphones, focusing on how to capture stars, constellations, and other celestial sights with easily accessible technology. The library's telescopes will also be available for participants to observe the night sky more closely.
The event will include a short indoor presentation followed by guided outdoor viewing and photography.
Location Options:

- Primary Location: Park clubhouse by the rink
    - The clubhouse would serve as a warm-up and presentation area, with hot chocolate and coffee available.
    - Participants could step inside as needed to warm up and regroup.
    - The program would begin with a short talk about the night sky and cellphone settings, followed by outdoor photography and a brief wrap-up indoors.
    - If possible, request that rink lights be turned off during the photography portion.
- Alternate Location: JR Booth Park

Timing Considerations:
The event will be held on November 14, 2025, with no backup date due to weather limitations and the sensitivity of the telescopes and equipment to cold temperatures.
Capacity:
Maximum 20–25 participants.
Facilitator and Cost:
Program led by Robert Fisher, who has generously offered to provide the session free of charge once again.
Notes:

- Coordination will be required with Public Works (or facility management) to confirm availability of the park clubhouse and to ensure rink lights can be turned off.
- Promotion should emphasize limited spaces, pre-registration, and that the program will run weather permitting, with no rescheduled date planned.
- Participants should be encouraged to bring fully charged cellphones and dress warmly for outdoor conditions.

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, and copying documents
- Resizing and printing woodworking patterns
- Transferring data from an iPhone to an LG phone
- Switching and activating SIM cards in phones
- Downloading, printing, scanning, and emailing documents
- Obtaining birth certificates for deceased individuals, including downloading, scanning, and faxing
- Providing readers' advisory services
- Setting up and using online banking: creating payees, paying bills, and performing eTransfers (assisted three times)
- Assisting two patrons with online registration for the Canada Dental Plan
- Checking the status of the Canada Dental Plan for three patrons
- Setting up an Amazon account and demonstrating website navigation, searching, entering payment information, and making purchases

Other Tasks:

- Set up new displays, including Dyslexia and ADHD Awareness, Thanksgiving, and Halloween, and created associated social media content, including *7 Chills of Halloween* short stories with ChatGPT assistance
- Purchased, processed, catalogued, displayed, and promoted new books on social media
- Conducted ongoing collection maintenance and review
- Weeded adult fiction and continued weeding the DVD collection
- Performed updates and maintenance on all computers and Chromebooks
- Created/shared 74 social media posts and responded to comments and messages
- Updated the library website

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

- **School Visits:** Two bi-weekly classes
- **Adam Shoalts:** Sunday April 19th, 2026.
- **Night Sky Photography with Robert Fisher Program:** I have reached out to Robert to discuss offering this program again. At the Council meeting, I was told they had also received requests for this.
- **Astronomy in Action:** I have emailed the program coordinator regarding a 2026 program.

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
- Budget: Prepared draft budget.
-

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,
- created a Halloween display
- book sales
- helped patrons with their computers
- scanned books in and out and shelved them
- tiding books on shelves did some weeding
- check washrooms for cleanliness
- made a couple social media posts

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

Governance ● **Responsive ● Governance**
Work continues on updating daily operations manual

- 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

Governance Report – MOU w/Township

October 20, 2025 for presentation to the board (with updates) on October 28, 2025.

Background

We're developing a Memorandum of Understanding (MOU) between the Township of South Algonquin and the Library Board. It will outline how we work together and share responsibilities. A first draft exists but needs to be clearer and shorter.

Where Things Stand

The draft hasn't been shared with the Township yet. Sarah and Charlene to revise and review before updating the board and sending it to the Township for feedback.

Upcoming Steps

1. Sarah to rework the draft and prepare questions for discussion.
2. Sarah and Charlene to meet and refine the draft.
3. Send revised draft to Township contact (likely Bryan) for feedback.
4. Make updates as needed after Township review.
5. Present updated version to the Library Board for feedback and approval.
6. Send final version to Council for approval and signatures.

Context

- The project is moving along as expected - other townships have taken over a year to finalize, even once a good draft was created.
- The goal is to keep the MOU simple but clear for future boards, striking a balance on detail given the size of our library.
- Once a draft has been vetted by the Township we will present it to the board for its approval and recommend tabling at a Council meeting.

Township of South Algonquin Libraries Monthly Stats

Oct/2025	Whitney		Madawaska	
	August	Sept	August	Sept
Head Count	148	175	185	94
School/daycare visits	12	17	0	0
Program headcount	0	0	0	0
Circulation	352	447	185	109
Activity Kits (includes Park passes)	10	11	16	4
Device	1	3	0	0
Computer users	17	30	29	14
Inter Library Loans	10	14	0	0
New Members	3	3	0	2
Print/fax/copy	28	25	14	10
Reference/Reader's Advisory	80	93	11	3
Tech/media/software support	20	25	4	4
minutes spent on above requests	595	775	71	54
In Library Use	33	61	54	22
Over drive users/both branches	15	20	0	0
Overdrive circulation/both branches	119	163	0	0
non members users	18	22	53	15
seed library	2	0	3	0
Head Count by Day				
Tuesday	0	0	61	37
Wednesday	48	72	0	0
Thursday	71	75	61	31
Saturday	29	28	63	26

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
Sep 01, 2025	**Opening balance**			**3,460.17**
Sep 04, 2025	CREDIT MEMO INT @ 3.1000% CIBC-AUTOMATED INTEREST SYSTI		9.11	3,469.28
Sep 30, 2025	**Closing balance**			**3,469.28**
	Total value		9.11	
	Total count	0	1	

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 2026 Budget	Budget Assumptions / Budget Notes	Deletions	Additions	Adjusted Baseline
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	0.00	0.00
0.00		0.00	0.00	0.00
0.00		0.00	0.00	0.00
110.00		0.00	0.00	0.00
7,500.00	Collection Deleopment/rising costs	0.00	0.00	0.00
0.00		0.00	0.00	0.00
0.00		0.00	0.00	0.00
1,000.00		0.00	0.00	0.00
500.00		0.00	0.00	0.00
500.00		0.00	0.00	0.00
750.00	Staff development	0.00	0.00	0.00
0.00		0.00	0.00	0.00
175.00		0.00	0.00	0.00
3,750.00	Strengthen program delivery & mater*ials*.	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	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	0.00	0.00	0.00	
0.00	0.00	0.00	0.00	
$ 0.00	0.00	0.00	0.00	