SOUTH ALGONQUIN PUBLIC LIBRARY (SAPL)
REGULAR MEETING OF THE BOARD
November 26th, 2024, 7pm Whitney Branch/Zoom
AGENDA

Land Acknowledgement:

Call to Order

1. **Approval of Agenda**
2. **Approval of Minutes: October 15th, 2024**
3. **Report of the Chairperson: Conference report below.**
4. **Business Arising from the Minutes**
   - **4.1. OLS Virtual Conference: report below.**
   - 4.2. **ILL Migration from VDX platform to Resource Sharing for Groups (RS4G):** staff have completed training & set up. Platform went live on November 12th.
   - 4.3. **Astronomy in Action Update:** Due to space limitations at both recreation centres, this event cannot be hosted at these venues. However, our partnership has been strengthened with the local school, and the school's gymnasium is large enough to accommodate the planetarium dome. The school principal has generously offered the gymnasium for the event. We have also partnered with Madawaska Valley Public Library to host on the same day to save on travel costs. Tentative date of June 5th. Additionally, plans are underway to apply for the Community Futures Local Initiative Grant, which opens in April 2025, to secure funding for the event.
   - 4.4. **Board Assemblies:** Presentation slides shared via email.
5. **New Business:**
   - 5.1. **OLA Marketing Libraries Think Tank 2024:** Thursday, November 21st, 2024. **Time:** 1pm - 4:15pm Charlene Alexander is registered. Due to schedule conflict, I will be participating in the recorded session. $45.20
   - **5.2. Access Copyright License has been renewed.**
   - **5.3. Ontario Parks Passes Program has been renewed.**
   - **5.4. Overdrive Subscription has been renewed. Fees including taxes $1150.91**
   - **5.5. Staff & Board Evaluations:**
   - **5.6. Social Media:** The library is now on the Threads social media app. Threads is an app from Instagram where you can view and share public conversations. Depending on how you use Threads, you can also post threads, reply to others and follow profiles you're interested in.
6. **Reports**
   - **6.1. Finance:** Bank Statements October, balance $3361.22.
   - **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. review of the Township HR, Procurement, Accessibility Policies. Add to strategic update meeting.
   - **7.2. Policy:**
   - 7.3. **Strategic Planning/Strategic Doing:** Plan a strategic update meeting for January.
8. **Programming:** (strategic alignment: community outreach, programming)
   - 8.1. **School Visits:** Three classes, bi-weekly **Daycare Visits:** Occasional
   - 8.2. **Card Making with Brendia Drew:** December 5th & 12th (1 adult/1 child).
   - 8.3. **Whitney Paint Afternoon with Kelsey Fuller**: December 7th 10 – 2pm ages 7+ Paint event.
   - 8.4. **Adam Shoalts:** Fall 2025
   - 8.5. **Medicinal Plant Walk with Christine Luckasavitch:** Spring 2025
9. **Correspondence:**
10. **Any Other Business**
11. **In-Camera / Out-of-Camera**
12. **Next meeting: December 17th, 2024, 7pm Madawaska Branch/Zoom**
13. **Adjournment**

Chair Report
OLS Conference

OLBA Conference Toronto – Jan 31, Feb 1

- Topic MOA between library and township

DisAbilities/Access – Eliza Chandler

- Disability rights
- How do we practice access?
- What system will access lead to?

Artificial Intelligence – Fiona O'Connor Toronto Public Library

- How does AI align with our strategic planning and fit into programming?
- Programming for patron interested in emerging technologies
- AI to promote accessibility
- Digital safety
- AI policies – how staff use AI
- TPL may share programs

OLS Board Momentum

- Agenda – monitor organizational performance, annual plans
- Board self evaluation – use tool for self assessment, policy on board self-evaluation?
- Legacy document – what do we want the next board to know about what we accomplished/what tasks remain? Focus on governance issues, OLS has template
- Setting the Tone – VOLT (Valuing Ontario Libraries tool kit) - identify economic benefits to the community, attend Board Assemblies meetings, use OLS consulting team, Governance Hub is resource for board members, include board education during meetings

CEO Conference
2024 Stronger Libraries. Stronger Communities. Virtual Conference: **Momentum**.

1. The Future of Libraries: AI, Digital Divide, and Community Literacy with Jesse Hirsh, Futurist Farmer, Knowledge Professional, Public Speaker, and Punk
Session Description: We live in an accelerated society where the rapid pace of technological change constantly threatens to outpace our institutions, leaving people vulnerable to scams and deception. Literacy remains the most effective antidote, yet what does that mean in an era of artificial intelligence where critical thinking and community engagement is subjective and infected by conspiracy culture? The role of libraries in communities has never been more crucial, and their role on the frontlines of democracy has never been more relevant. What we collectively need is the momentum to reimagine community engagement, and the ability to recognize the cultural digital divide, so that every community can benefit from the knowledge and empowerment offered via online ecosystems. This presentation offers a vision on what libraries can do to harness the knowledge economy and reinvigorate local communities.

Takeaways

- **Current digital divide is not lack of connectivity, it is a lack of digital knowledge**
- **Dispel the myths and disinformation regarding Ai**
- **Raise Community Digital Literacy: workshops, discussions re. AI ethics & challenges**
- **Challenge the algorithms**

2. BCPL's Bookmobile Journey with Brooke McLean, Bruce County Public Library
Session Description: One year ago, BCPL launched their Bookmobile, bringing mobile library services to underserved residents throughout Bruce County. The road to the Bookmobile was bumpy at times, and involved fundraising, project management skills, and patience (lots of patience!). The good news – the skills and lessons learned can be applied to other large-scale projects. Whether you're contemplating a similar project, looking for innovative service delivery ideas, or just think Bookmobiles are cool, join us to gain actionable insights and be inspired by BCPL's Bookmobile journey.

Takeaways

-Multiyear projects, with the best laid plans may fail to launch as expected.
-Sometimes these disasters are blessings in disguise, opening the way to better opportunities and success.

3. 5 Perspectives
Session Description: Join 5 presenters from five different library systems across the province, to share five innovative ideas about public library service delivery in 5-minute sessions. Each session will showcase a creative perspective on all thing's library land related to this year's theme: Momentum.

- Perth and District Union Public Library: Two-Year Strategic Planning
    - **Switched from a 5-year plan to a 2- year plan. Easier to stay on task and complete goals.**
- Whitchurch-Stouffville Public Library: Innovative Community Programming
    - **Meet people where they are**
    - **Portable Library Signage**
    - **Join other community groups programs for visibility**
    - **Participate in community events with activities: giant tic tac toe game, ring toss game, button makers**
    - **Maker spaces: High tech and traditional crafts**

    - **Social Media Presence**
    - **Offer mix of registered and drop in programs**

- Cambridge Public Library: Read the Rainbow Kits
    - **Read the Rainbow collection is crafted to support at-home learning**
    - **Curated kits with books, games, and activity sheets to practice their reading skills**
    - **Kits include picture books, early readers, chapter books, non-fiction**
    - **organized by reading level, from early sight words and phonics at the red level to more complex sentences and vocabulary at the green and blue levels**

- Milton Public Library: Wikipedian-in-Residence Program
    - **Talked about the evolving role or Wikipedia in Academia**
- West Grey Public Library: Enhancing a Seed Library Digitally
    - **Using digital resources to enhance seed libraries. Share information regarding planning, planting, harvest, seed saving, recipes.**

4. The Business of Being a Library – 3 Critical Concepts For Public Library Success with Richard Togman
Session Description: Do you want to grow the number of library users? Are you interested in getting more funding for your library system? Would you like to foster deep loyalty in your patrons? If you answered yes, then this session is for you.
This session will explore the three foundational business models that underpin every public library and show you the tremendous insights you gain when you appreciate the dynamic nature of the business of libraries. You'll leave with real, actionable information that helps you choose where to invest your resources, how to train your staff, how to build metrics and data that matter and how to take lessons from leading businesses and apply them to make your public library a runaway success.

Takeaways
-Use a basic retail model
-Visual appeal
-Focus on customer experience
-Increase library use by expanding access to the library.
-People cannot use what they cannot access.
-You can have the best collections & services in the world, but without access it will be under-utilized.
-Advertising
-Social Media Presence
-Partnerships

Marketing Libraries Think Tank 2024 | Thursday, November 21, 2024 @ 1pm - 4:15 pm ET

More Passion! More Energy! Less Footwork!

More Efficient Library Marketing Strategies

Multitasking is a major part of a marketing workload, whether you're in a dedicated marketing position or adding some marketing and communications duties to an existing role. We all know that time and energy is precious, so join us at MLTT, Canada's definitive library marketing and communications conference, and find ways to work smarter. This year's event will encourage participants to:

- Gather relevant learnings from a cross-Canada expert panel to better inform library marketing strategies and anticipate communications needs;
- Unlock new tools and innovative techniques to maximize efficiency and productivity; and
- Take initiative in addressing challenges with creative approaches to help reduce burnout.

Be a part of a nation-wide virtual experience where marketing and communications professionals can knowledge share, collaborate and inspire.

Township of South Algonquin Public Library
Minutes of the Meeting Held
October 15th, 2024, 7pm Madawaska Branch/Zoom

Attendees: Elaine Hare, Rose Jessup, Jeff Bowman, Vicki Forward, Sarah Ennor and Councillor Laurie Siydock. **Staff:** Cynthia Haskin **Regrets:** Charlene Alexander
Land Acknowledgement: Sarah Ennor
Call to Order: 7:04 pm

1. **Motion # 2024-25**
   Moved by – Elaine Hare Seconded by – Jeff Bowman /To approve the agenda/Carried
2. **Motion # 2024-26**

Moved by – – Sarah Ennor Seconded by – Jeff Bowman /To approve the minutes of September 17th, 2024 / Carried

3. **Report of the Chair:** none
4. **Business Arising from the Minutes**
   4.1. **Budget 2025:**
   Motion # 2024-27

Moved by – Elaine Hare Seconded by – Rose Jessup /To approve the 2025 draft budget/Carried

   4.2. **Canadian Museum of Nature:** We have six family passes available.
   4.3. **OLS Virtual Conference:** Charlene Alexander will attend on Wednesday, October 23. Cynthia Haskin will run the Whitney branch on this day.
   4.4. **ILL Migration from VDX platform to Resource Sharing for Groups (RS4G):** staff continues training & set up. The new platform goes live on November 12th.
5. **New Business:**
   5.1. **Whitney Office computer:** There were ongoing hard drive issues, which resulted in the computer being replaced by Valley Bytes on September 24th. On the 25th, I spent 3 hours organizing and rewiring the new computer. As of October 5th, my office computer is fully operational.
6. **Reports**
   6.1. Finance: Bank Statements September
   6.2. Librarian Reports:
   6.3. Council Report: none
7. **Governance**
   7.1. Governance Committee: Will meet to discuss review of Township policies. MOU – goal is to complete by the end of 2025.
   7.2. Governance Training: All board members have completed the AODA training
   7.3. Policy: Governance committee to meet to discuss review of Township policies. MOU – goal is to complete by the end of 2025.
8. **Programming**
   8.1. **School visits:** two classes, biweekly **Daycare Visits:** occasional
   8.2. **Card Making with Brendia Drew:** December 5th & 12th (1 adult/1 child).
   8.3. **Whitney Paint Afternoon with Kelsey Fuller**: One Saturday Afternoon Adult Painting event in December.
   8.4. **Adam Shoalts:** Fall 2025
9. **Correspondence: none**
10. **Any Other Business: none**
11. **In-Camera/Our of Camera:** none
12. **Next Meeting**: November 19th, 2024, 7pm Madawaska Branch/Zoom
13. **Motion # 2024-28**

Moved by – Elaine Hare Seconded by – Jeff Bowman /To adjourn 7:34pm Carried

Township of South Algonquin Libraries Monthly Stats

November 19, 2024

	Whitney		Madawaska	
	Sept	October	Sept	October
Head Count	190	201	108	125
School/daycare visit headcount	0	44	0	0
Program headcount	5	10	0	0
combined total	195	245	108	125
Circulation	540	513	83	87
Activity Kits (includes Park passes)	10	5	0	1
Device	6	4	0	0
Computer users	42	26	15	19
Inter Library Loans	15	16	1	0
New Members	1	0	1	0
Print/fax/copy	25	22	8	13
Reference/Reader's Advisory	49	47	0	3
Tech/media/software support	17	8	5	3
minutes spent on above requests	505	500	70	74
In Library Use	46	61	17	28
Over drive users/both branches	18	13		
Overdrive circulation/both branches	176	183		
non members users	16	11	29	29
seed library	0	0	0	0

Head Count by Day

Tuesday	0	0	34	35
Wednesday	61	72	0	0
Thursday	88	103	39	62
Saturday	41	26	35	28

TOWNSHIP OF SOUTH ALGONQUIN

P.O. Box 217 WHITNEY, Ontario K0J 2M0
Tel. #1-613-637-2650 Fax #1-613-637-5368

TOWNSHIP STAFF: **DATE:**

DATE	FUNCTION OR MEETING	TOTAL km	1st 5000 kms 0.59 x km	Over 5000 km 0.53 x km	MEALS OR PER DIEM	HOTEL	OTHER DESCRIPTION	HST AMOUNT	TOTAL
SUB-TOTAL									
								TOTAL	

AUTHORIZED BY:_____ SIGNATURE OF STAFF MEMBER:_____

DATE: _____ CHEQUE # _____ RECEIVED INITIALS:_____

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
Oct 01, 2024	**Opening balance**			**3,348.48**
Oct 03, 2024	CREDIT MEMO INT @ 4.6300% CIBC-AUTOMATED INTEREST SYSTI		12.74	3,361.22
Oct 31, 2024	**Closing balance**			**3,361.22**
	Total value		12.74	
	Total count	0	1	

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BANK RECONCILATION

Date	Code	Num/Acct	Remarks	Debit	Credit	Status	Statusdate
Oct 03, 2024	LBIN	15-4020-0000	Library Interest Earned	0.00	12.74	CL	Oct 31, 2024
			Totals:	0.00	12.74		

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

Total Cleared Cheques:	0.00		
Bank Open Balance:	3,348.48	G/L Closing:	3,361.22
Debits (0)	0.00	Outstanding Cheques:	0.00
Credits (1)	12.74	Outstanding Trans:	0.00
Bank Closing Balance:	3,361.22	Bank Closing Balance:	3,361.22

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:	