SOUTH ALGONQUIN PUBLIC LIBRARY (SAPL)
REGULAR MEETING OF THE BOARD
October 18th 2022 7 pm
AGENDA

Land Acknowledgement:
Call to Order

1. **Approval of Agenda**
2. **Approval of Minutes:** September 20th 2022
3. **Report of the Chairperson:**
4. **Business Arising from the Minutes**
   - **4.1. Survey:**
   - 4.2. **The International Dyslexia Association Ontario's Library Mini grant:** All items have been received and new collection is being promoted.
   - 4.3. **Ancestry Library Edition:** Current subscription ends in January. We have received a renewal notice, The fee for 2023 is $300.
   - 4.4. **Madawaska Shelving:** Estimated ship date for shelving from Montel is November 25 2022.
   - 4.5. **OTF Resilient Communities Fund:**
   - 4.6. **OLS Virtual Conference:**
   - 4.7. **Board Legacy document:**
   - 4.8. **Budget:** increase books, programming & travel
   - 4.9. **Madawaska Signage**
5. **New Business:**
   - 5.1.
6. **Reports**
   - **6.1. Finance: Approval of Outstanding Accounts**
   - **6.2. Librarian's Reports**
   - **6.3. Council Report**
7. **Governance**
   - **7.1. Policy:**
   - **7.2. Strategic Planning/Strategic Doing:**
8. **Programming:**
   - 8.1. **Robert Bockstael visit:** Sunday October 30th , at 1 pm. He will do a reading and discussion of his first book, Willow's Run, and a self-publishing discussion with handout resources.
   - **8.2. Adam Shoalts –** May 2nd, 2023 – newest book.
   - **8.3. Indigenous Programs:** Land Acknowledgements (A Deep Dive) and Local History/Colonialism
   - **8.4. Code Club Canada:**
   - 8.5. **Michael Dumas**: will arrange with Jeff Bowman later.
   - **8.6. Other ideas/suggestions:**
9. **Correspondence:**
10. **Any Other Business**
11. **In Camera / Out of Camera**
12. **Next meeting: November 15th 2022**
13. **Adjournment**

Township of South Algonquin Public Library
Minutes of the Meeting Held
September 20th 2022 @ 7:00 PM

In Person: Elaine Hare, Rose Jessup**,** Sharon Florent, and Cynthia Haskin
Zoom: Jeff Bowman, Sarah Ennor, Vicki Forward, Carol Peterson, Charlene Alexander **Absent:** Councillor Dave Harper

Land Acknowledgement

1. **Call to Order:** 7:00pm
2. **Motion # 2022-45**

Moved by – Elaine Hare Seconded by – Sharon Florent /To approve the agenda/ Carried

3. **Motion # 2022-46**

Moved by – Sharon Florent Seconded by – Elaine Hare/To approve the minutes of **August 16th 2022**/ Carried

4. **Report of the Chair: none**
5. **Business Arising**
   - 5.1. **Outreach & Survey:** Results graphic shared. Survey will close at year end.
   - **5.2. The International Dyslexia Association Ontario's Library Mini grant:** Materials have been received and new displays are being created.
   - **5.3. Ancestry Library Edition**: Ancestry Library Edition: I reached out to other CEO's, there are mixed feelings regarding this service. It only allows for basic access & searching. Many have issues with log ins as it uses the IP address instead of a password. We have a Dynamic IP address, which means it changes from time to time. Log ins issues will happen on occasion.
   - **5.4. Madawaska Shelving**: Estimated ship date for shelving from Montel is November 25 2022.
   - **5.5. OTF Resilient Communities Fund:** Charlene has been in contact with HP, regarding purchasing 20 Chromebooks. Charlene will be making purchases soon.
   - **5.6. OLS Virtual Conference**: Staff – September 22nd 10am – 4:30pm. Brendia and Ambre will be covering. . Jeff and Sarah are registered for the board session.
6. **New Business:**
   - **6.1. First Nations Week:** First Nations Week: discussed making our acknowledgements more personal and heart felt.
   - **6.2. New Fall 2022 Programs FREE to Ontario Seniors:** Rethinking Aging and Fitness for your Aging Brain
   - **6.3. Legacy document:** discussed creating a document for future council and board members.
   - 6.4. **School visits:** Two classes from the Catholic school have set a schedule for bi-weekly visits.
   - **6.5. Signage for Madawaska Branch:** Request signage to be placed over the library window. Charlene will contact Bryan Martin.

6.6. **Madawaska Valley Food Bank:** Has requested the library to host drop boxes for a volunteer organized food drive.

Motion # 2022-47

Moved by – Carol Peterson Seconded by – Vicki Forward/ The board has agreed to host a food drive in support of the Madawaska Valley Foodbank /Carried

7.1 Outstanding Accounts: none

7.3 Council Report: none

8 Governance:

8.1 **Indigenous Awareness and Respect Policy:** we considered and discussed the Indigenous policy (with the land acknowledgement) and steps will be taken to gather more info before amending and approving the policy.

Motion # 2022-48

Moved by – Sarah Ennor Seconded by – Vicki Forward/ The board has reviewed and approved Statement on Intellectual Freedom and Libraries/Carried

Motion # 2022-49

Moved by – Elaine Hare Seconded by – Sarah Ennor / The board has reviewed and approved Program Development Policy & Procedures. Carried

10 Programming:

10.1 Adam Shoalts – Spring 2023 – newest book.

10.2 Indigenous Programs: Land Acknowledgements (A Deep Dive) and Local History/Colonialism

10.3 ABC Internet Matters:

10.4 Code Club Canada: These free Code Clubs are weekly after-school coding clubs for 8 - 12 year olds.

10.5 **Michael Dumas**: will arrange with Jeff Bowman later.

Next Meeting: October 18th 2022 @ 7:00 PM

Motion # 2022-50

Moved by – Elaine Hare Seconded by – Rose Jessup

To adjourn 8:40pm Carried

_____Chairperson_____Secretary/CEO

Date:

Township of South Algonquin - Monthly Stats
October

	Whitney			Madawaska	
	August	Sept		August	Sept
Head Count	199	177		130	111
Circulation	408	346		74	37
Activity Kits (includes Park passes)	12	9		9	1
Curbside	7	3		0	0
Computer users	37	33		16	2
WI-FI in Library	71	46		62	47
Inter Library Loans	10	8		0	2
New Members	2	4		2	0
Print/fax/copy	15	23		5	4
Reference	5	3		2	4
Tech/media/software support	12	13		2	1
time spent on above requests	170	90		20	15
other requests	0			0	0
Programs	0			0	0
Outstanding Accounts		175.43			0
Accounts paid with Visa	1216.4	$164		$1,495.14	0
Over drive users			26		
Overdrive circulation			151		
Vaccine receipts	0	0		0	0
time spent on above requests	0	0		0	0
non members users	30	19		8	21

Madawaska August people stats: Tuesday's - 59 Thursday's - 49 Saturday's - 22
Madawaska September people stats: Tuesday's - 20 Thursday's - 46 Saturday's - 45

Whitney August people stats: Wednesday's - 61 Thursday's - 81 Saturday's - 39
Whitney September people stats: Wednesday's - 56 Thursday's - 97 Saturday's - 24

TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY

BILLS FOR PAYMENT

Oct-22

INVOICE #	LIBRARY:	DETAILS	AMOUNT	TAX
ART0185289	Whitney 590	Knowbuddy Resources - children's books	$175.43	$8.35
	TOTAL		**$175.43**	**$8.35**

Date: _____

Librarian Approval: Charlene Alexander

Motion # 2022-

To approve the outstanding account.

To be paid

A Division of Saunders Office and School Supplies L
P.O. Box 37
Collingwood, ON, L9Y 3Z4
Accounts - Phone: 1-800-263-5407
Accounts - Fax: 1-877-437-5357
Sales - Phone: 1-877-894-1306
Sales - Fax: 1-877-437-5357

KNOWBUDDY Resources — Your Friend in Knowledge

INVOICE
ART0185289

DATE 09/26/22

Bill To: South Algonquin Public Library
Attn:Charlene Alexander
33 Medical Centre Rd
P.O. Box 208
Whitney, ON K0J 2M0
Canada

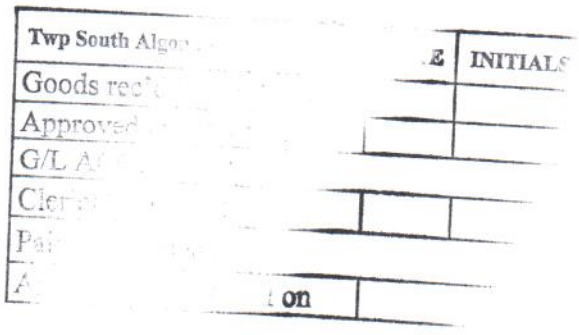
Sell To: South Algonquin Public Library
Attn:Charlene Alexander
33 Medical Centre Rd
P.O. Box 208
Whitney, ON K0J 2M0
Canada

Cancel Back Order: Yes

OUR ORDER NO.	SHIPPED VIA	PURCHASE ORDER NO.	SALESPERSON	BILL-TO CODE	SELL-TO CODE
M295129	BEST	CHARLENE ALEXANDER	Kathy DeNike	C191209	C191209

PRODUCT		QTY SHIP	BACK ORDER	ST	DISC %	LIST PRICE	NET PRICE	EXTENSION
9781478869542	Woodpecker Girl	1.0			30	26.95	18.87	18.87
9781459831377	Growing Up Trans	1.0			30	24.95	17.47	17.47
9781682828090	Chinese Mythology	1.0			30	47.95	33.57	33.57
9781682828113	Egyptian Mythology	1.0			30	47.95	33.57	33.57
9781911373803	My Mindful A to Zen	1.0			30	27.90	19.53	19.53
9781635830637	Quiet No More	1.0			30	22.50	15.75	15.75
9781635830675	Down With This Ship	1.0			30	15.00	10.50	10.50
9781478870258	Reluctant Storyteller, The	1.0			30	25.45	17.82	17.82

Twp South Algonquin	DATE	INITIAL
Goods rec'd in good order	9/28/22	CA
Approved by Dep't Head		CA
G/L ACCOUNT# 16-6100-0590		
Clerically accurate		
Paid by Cheque#		
Approved by Council on		



Tax Breakdown:		SUBTOTAL:	167.08
HST	21.72	TOTAL TAX:	8.35
HST Rebate	-13.37	INV. DISCOUNT:	0.00

Tax Registration No.: 895522951

1. NOT YET PUBLISHED 2. OUT OF PRINT - CANCELLED 3. OUT OF STOCK - CANCELLED
4. OUT OF STOCK - WILL SHIP 4-6 WEEKS 5. NO CANADIAN RIGHTS - CANCELLED
6. NOT OUR PUBLICATION 7. PUBLICATION CANCELLED 8. REPRINT 9. PUBLICATION DELAYED

Visit our website at www.knowbuddyresources.ca to see more selections!

E-Mail: info@knowbuddyresources.ca

TOTAL BOOKS 8

TERMS: NET DUE 30 DAYS

TOTAL **175.43**

Indigo

Indigo Distribution Centre
100 Alfred Kuehne Blvd., Building 55, Brampton, ON L6T 4K4
Online Customer Service: 1-800-832-7569 Email: invoices@indigo.ca
GST #: R897152666
Oct 06, 2022

Billing Address:

South Algonquin Township
7 Third Ave., PO Box 217
Whitney, ON, K0J 2M0
Canada

Shipping Address:

Whitney Library
33 Medical Centre Rd., PO Box 208
Whitney, ON, K0J 2M0
Canada

ORDER NUMBER: **OR98380157**

ORDER PLACED: **Sep 29, 2022**

ITEM	QTY	PRICE	SUBTOTAL
SHIPPED: Sep 30, 2022			
Keep Her Close	1	$6.00	$6.00
MERCIES	1	$8.00	$8.00
INVITED	1	$6.67	$6.67
The Myth Of Normal: Trauma, Illness And Healing In A Toxic Culture	1	$27.96	$27.96
The Theory Of Crows: A Novel	1	$20.00	$20.00
BIRTHDAY GIRL: A Novel	1	$6.67	$6.67
The Marriage Game: A Novel	1	$10.00	$10.00
Luckiest Girl Alive: A Novel	1	$10.00	$10.00
Healing Through Words	1	$20.00	$20.00
Namwayut - We Are All One: A Pathway to Reconciliation	1	$20.00	$20.00
SILK & SONG	1	$6.00	$6.00
WINTER SISTER	1	$6.66	$6.66
The Bounty: A Novel	1	$10.40	$10.40
Dear Santa	1	$9.60	$9.60

Subtotal:	$167.96
Shipping and Handling:	$0.00
HST:	$1.00
This Shipment Total:	$168.96
Paid by plum® points/Gift Card/Account Balance:	($5.00)
Amount Charged:	**$163.96**

ORDER SUMMARY

Order Total:	**$168.96**
Paid by plum® points/Gift Card/Account Balance:	($5.00)
Total Amount Charged:	**$163.96**
plum® points Earned:	840

Any plum points earned on a returned item will be deducted.

Payment Method:
Card Type: Visa
Card Number: 450004******4659 Expiry Date: 10-2025

Twp South Algonquin	DATE	INITIALS
Goods rec'd in good order	10/6/22	CE
Approved by Dep't Head		CE
G/L ACCOUNT# 16-6100-0590		
Clerically accurate		
Paid by Cheque#		
Approved by Council on		

CIBC Account Statement

THE CORPORATION OF THE TOWNSHIP OF
SOUTH ALGONQUIN - LIBRARY ACCOUNT

For Sep 1 to Sep 30, 2022

Account number
96-79618

Branch transit number
00186

The names shown are based on our current records, as of October 5, 2022. This statement does not reflect any changes in account holders and account holder names that may have occurred prior to this date.

Account summary

Opening balance on Sep 1, 2022		$4,026.45
Withdrawals	-	0.00
Deposits	+	9.74
Closing balance on Sep 30, 2022	=	**$4,036.19**

Contact information

1 800 465 CIBC (2422)
Contact us by phone for questions on this update, change of personal information, and general inquiries, 24 hours a day, 7 days a week.

TTY hearing impaired
1 800 465 7401

Outside Canada and the U.S.
1 902 420 CIBC (2422)

www.cibc.com

Transaction details

Date	Description	Withdrawals ($)	Deposits ($)	Balance ($)
Sep 1	**Opening balance**			**$4,026.45**
Sep 6	CREDIT MEMO INT @ 2.8500% CIBC-AUTOMATED INTEREST SYSTEM		9.74	4,036.19
	Closing balance			**$4,036.19**

Important: This statement will be considered correct if you do not report errors, omissions or irregularities in entries and balances to CIBC in writing within 30 days from last date of the statement period covered by a previously issued regular statement where such period included the date the entry was, or should have been, posted.

This rule does not apply to improper credits to your account. Your rights under your business account operation agreement to verify and notify CIBC of account errors, omissions or irregularities do not apply to this statement which is for information or replacement purposes only.

***Foreign Currency Conversion Fee:**
If you withdraw foreign currency from a bank machine located outside Canada, you are charged the same conversion rate CIBC is required to pay plus an administration fee, which is disclosed in the CIBC's current *Business Account Service Fees* brochure, a copy of which is available at any CIBC branch in Canada (this is in addition to any transaction fee applicable to the withdrawal and the network fee).

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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				4,026.45
9/30/2022	Interest	Interest Earned on CIBC Library	GL	9	00350	9.74	4,036.19
					Net Total:	9.74	

Net Change:	9.74
Annual Budget:	0.00
YTD Committed:	0.00

Accounts Printed: 1

Township of South Algonquin
Library Chequing Account
31-08-2022

Cleared Bank Balance:	4036.19
Add: Outstanding Deposits	0
Less: Outstanding Cheques	0
Ending Balance:	4036.19
G/L Balance:	4036.19
Difference (should be $0):	0

Account # / Description	Last Year Budget	Last Year Actual	Variance	Proposed Budget
15-3200 - Grants-Library-Ontario	6,470.00	12,200.00	5,730.00	
15-3300 - Fees - Library	150.00	0.00	(150.00)	
Account Class Totals:	6,620.00	12,200.00	5,580.00	
16-6100-0540 - Library Licences & Permits	210.00	101.76	108.24	
16-6100-0590 - Library Books	6,000.00	5,105.16	894.84	
16-6100-0600 - Library Repairs To Building	2,000.00	1,989.00	11.00	
16-6100-0610 - Library Repairs To Equipment	500.00	0.00	500.00	
16-6100-0640 - Library Insurance	5,940.00	5,938.99	1.01	
16-6100-0650 - Library Heating	2,000.00	1,028.59	971.41	
16-6100-0660 - Library Hydro	3,400.00	2,071.56	1,328.44	
16-6100-0670 - Library Cleaning	200.00	164.08	35.92	
16-6100-0690 - Library Rental/Lease Agreement	1,100.00	773.36	326.64	
16-6100-0700 - Library Advertising	250.00	139.50	110.50	
16-6100-0710 - Library Travel	250.00	209.86	40.14	
16-6100-0730 - Library Conferences/Training	500.00	0.00	500.00	
16-6100-0800 - Library Telephone	2,600.00	2,064.27	535.73	
16-6100-0810 - Library Office Expense-Postage	500.00	126.72	373.28	
16-6100-0820 - Library Supplies	3,500.00	1,265.37	2,234.63	
16-6100-0940 - Library Capital Expenditure	10,000.00	0.00	10,000.00	
Account Class Totals:	38,950.00	20,978.22	17,971.78	
Net Surplus (Deficit):	(32,330.00)	(8,778.22)	23,551.78	

Warning: 2022 has not been closed. Last Year Actual and Variance may change.

Accounts Printed: 18

	Current Month	Year to Date	Approved Budget	Variance
16-6000-1809 - Dock Lighting- Hydro		334.54	500.00	165.46
16-6000-1810 - Dock/Boat Launch Maintenance		440.73	2,000.00	1,559.27
Total Docks Line 1631:	**0.00**	**1,433.47**	**3,160.00**	**1,726.53**
Recreational Facilities Line 1634				
16-6000-0600 - Recreation Repairs To Building-Madawaska	421.20	4,877.88	5,000.00	122.12
16-6000-0602 - Recreation Repairs to Building-Whitney	125.16	1,514.06	4,000.00	2,485.94
16-6000-0640 - Recreation Insurance		9,167.74	9,570.00	402.26
16-6000-0650 - Recreation Heating Madawaska		4,286.06	6,000.00	1,713.94
16-6000-0652 - Recreation Heating Whitney		2,414.85	4,000.00	1,585.15
16-6000-0660 - Recreation Hydro Madawaska		2,679.59	5,000.00	2,320.41
16-6000-0662 - Recreation Hydro Whitney		1,636.00	4,000.00	2,364.00
16-6000-0670 - Recreation Cleaning Supplies Madawaska	39.61	640.47	1,000.00	359.53
16-6000-0672 - Recreation Cleaning Supplies Whitney		496.86	1,000.00	503.14
16-6000-0800 - Recreation Telephone	202.11	1,779.05	2,600.00	820.95
16-6000-0810 - Recreat Office Exp-Postage-Madawaska		142.94	500.00	357.06
16-6000-0812 - Recreation Office Exp-Postage-Whitney			150.00	150.00
Total Recreational Facilities Line 1634:	**788.08**	**29,635.50**	**42,820.00**	**13,184.50**
Total Recreation:	**940.25**	**121,970.86**	**159,720.00**	**37,749.14**
Libraries Line 1640				
Labour				
16-6100-0400 - Library Salaries And Wages		29,128.79	50,000.00	20,871.21
16-6100-0440 - Library E.I.C.		675.55	860.00	184.45
16-6100-0450 - Library C.P.P.		1,459.51	2,180.00	720.49
16-6100-0460 - Library W.S.I.B.		713.54	1,050.00	336.46
16-6100-0470 - Library E.H.T.		595.51	750.00	154.49
Total Labour:	**0.00**	**32,572.90**	**54,840.00**	**22,267.10**
Direct Expenses				
16-6100-0540 - Library Licences & Permits		101.76	210.00	108.24
16-6100-0590 - Library Books	1,133.93	5,105.16	6,000.00	894.84
16-6100-0600 - Library Repairs To Building	30.52	1,989.00	2,000.00	11.00
16-6100-0610 - Library Repairs To Equipment			500.00	500.00
16-6100-0640 - Library Insurance		5,938.99	5,940.00	1.01
16-6100-0650 - Library Heating		1,028.59	2,000.00	971.41
16-6100-0660 - Library Hydro		2,071.56	3,400.00	1,328.44
16-6100-0670 - Library Cleaning		164.08	200.00	35.92
16-6100-0690 - Library Rental/Lease Agreement	45.79	773.36	1,100.00	326.64
16-6100-0700 - Library Advertising		139.50	250.00	110.50
16-6100-0710 - Library Travel		209.86	250.00	40.14
16-6100-0730 - Library Conferences/Training			500.00	500.00
16-6100-0800 - Library Telephone	246.45	2,064.27	2,600.00	535.73
16-6100-0810 - Library Office Expense-Postage		126.72	500.00	373.28
16-6100-0820 - Library Supplies		1,265.37	3,500.00	2,234.63
Total Direct Expenses:	**1,456.69**	**20,978.22**	**28,950.00**	**7,971.78**
Total Libraries Line 1640:	**1,456.69**	**53,551.12**	**83,790.00**	**30,238.88**
Total Operating:	**2,396.94**	**175,521.98**	**243,510.00**	**67,988.02**
Capital				
Murchison & Lyell				
16-6000-0940 - Recreation Capital Expenditure			5,000.00	5,000.00
Total Murchison & Lyell:	**0.00**	**0.00**	**5,000.00**	**5,000.00**
Whitney				
16-6000-0942 - Recreation Cap Exp-Whitney Rec		208,700.60	256,760.00	48,059.40
Total Whitney:	**0.00**	**208,700.60**	**256,760.00**	**48,059.40**
Library				
16-6100-0940 - Library Capital Expenditure			10,000.00	10,000.00
Total Library:	**0.00**	**0.00**	**10,000.00**	**10,000.00**
Total Capital:	**0.00**	**208,700.60**	**271,760.00**	**63,059.40**

Robert was born in Winnipeg, Manitoba, Canada. He attended Lacerte French School until 1969 when his family moved to Dar Es Salaam, Tanzania. He spent three years at the International School of Tanganyika. After high school in Ottawa Ontario, Robert began performing in musical theater and then children's touring theater. Following a long association with The Great Canadian Theatre Company in Ottawa where he acted in and directed main stage theater, Robert pursued a career in front of the camera beginning with guest appearances on series like Street Legal, Forever Knight and Counterstrike. By the early 1990's Robert was playing lead roles in TV series. First, as RCMP officer Brian Fletcher in the popular series North of 60. Several other series followed in rapid succession, often overlapping. Wind at my Back for Sullivan Entertainment, Our Hero for CBC, The Famous Jett Jackson for Disney, Nero Wolfe for A&E and others. A long list of feature films and television movies continued as Robert pursued his parallel career as a voice artist providing the voice of Robocop for the Marvel animated series as well as characters in Sailor Moon, The Adventures of Teddy Ruxpin, X men, Maxie's World, Super Mario Brothers, Dennis the Menace, Max and Ruby, Monster Force and many more. Robert co-wrote the screenplay for the short film This One Night. His series, Bob, was development with Big Motion Pictures and Global Television. Robert is a widely published author of short fiction and his debut novel, Willow's Run, is available worldwide. He makes his home in Ottawa, Ontario Canada.

/olba
:. ontario library boards' association

LEADERSHIP by DESIGN: Public Library Board Legacy Document Template
The Leader in us.

All Public Library Boards celebrate accomplishments and face challenges. A critical analysis of the board term will serve as an important legacy for the next board.	
Our library and its community partners.	The COMMUNITY sees our library as…
	MUNICIPAL COUNCIL views our library as…
	Other key COMMUNITY PARTNERS view the library as…
Major governance issues faced during our four-year term.	The LIBRARY BOARD faced these major governance issues…
	We were able to accomplish …
	We were NOT able to accomplish…
	We can foresee these opportunities to address issues that remain outstanding…

Our leadership	We believe that our board is a strong community leader because…
	We see that the board could be even stronger in its leadership if…
Challenges for the new board	We suggest that these issues are major challenges for the new board to tackle as a priority…
	We request Council's attention to the library issues that prevail and qualifications to consider in making appointments to the new library board…
Our wishes for the new board's success	

Adapted and Updated from The Ontario Library Boards' Association's (OLBA) Networking with our Peers (2010).

Township of South Algonquin Public Library Board Legacy Document - draft

Mission Statement
Connecting community and inspiring discovery.
Vision Statement
Encouraging innovation and creating connections, our South Algonquin libraries are a vital and accessible destination for culture, technology and literacy.
Values:

- **Accessibility**: We strive to provide accessibility for all.
- **Accountability**: We work responsibly and efficiently to share resources for the benefit of all.
- **Diversity**: We connect and celebrate our diverse communities.
- **Innovation**: We embrace innovation to offer vital and relevant library services.
- **Learning**: We believe in intellectual freedom and nurturing lifelong learning for all.
- **Respect**: We show respect by treating everyone with courtesy and fairness.

<table>
<tr><th colspan="2">All Public Library Boards celebrate accomplishments and face challenges. A critical analysis of the board term will serve as an important legacy for the next board.</th></tr>
<tr><td rowspan="3">Our library and its community partners.</td><td>-One of the resources a community must have
-A growing service, that is fully accessible at both branches
-A social gathering place for all ages
-Important, essential, and providing exemplary service</td></tr>
<tr><td>-Municipal Council values our library service in the community, and there is a positive relationship between the Library Board and Council.
It remains important that the Board continue to advocate for a strong partnership with Council.
The Library is no longer only a physical space for circulation of materials, it also provides other services such as child and adult programming, technology training, eBooks, online resources and a place where community members can meet. It remains one of the last “free’ resources available to all. We need to be vigilant for opportunities to reach out to the community.</td></tr>
<tr><td>-Community partner ready to work with others to develop good working relationships and help deliver appropriate programs</td></tr>
</table>

Major governance issues faced during our four-year term.	The LIBRARY BOARD faced these major governance issues: -Covid Response and Recovery -Gained and lost board members during this term
	We were able to accomplish: - Covid response: policies and procedures were developed and implemented - Increased our online presence through a website and facebook - Offered two online children's programs - Developed a curbside service and set up a WEB Opac for remote access to the collections. - 15 policies have been created/reviewed/ approved in 2022. - We extended our service hours at both branches. 4 hour Saturday shift as a 2 year pilot. - Began work on strategic plan and public input service - Resumed in-person programming.
	We were NOT able to accomplish: Did not complete the strategic plan
	We can foresee these opportunities to address issues that remain outstanding: With the new board term beginning and our committed board members, we will develop a strategic plan.

Our leadership	We believe that our board is a strong community leader because: -Our members are positive advocates in the community. -Ensures the library is a safe public place where people are welcome through policies, procedures, and health and safety training for staff -We collaborate and exchange ideas in a respectful and supportive environment
	We see that the board could be even stronger in its leadership if: More board engagement and professional development

Challenges for the new board	We suggest that these issues are major challenges for the new board to tackle as a priority: -Continuing to investigate expanding services where needed - Establishing committees as needed - Developing a Strategic Plan for the library 2023-2027 -Continue reviewing and creating new policies -Work towards accreditation
	We request Council's attention to the library issues that prevail and qualifications to consider in making appointments to the new library Board:
Our wishes for the new board's success	The new Library Board should believe that the library is integral to the quality of life in our community and be enthusiastic about working towards the Library's mission and vision · The new Board should refer to the Strategic Plan, using it to guide decisions and should review this important document on a regular basis

ONTARIO | LIBRARY SERVICE

Individual Board Member Self-Evaluation Tool

	Agree	Disagree	What can I do to improve in this area?
I rarely miss a scheduled board meeting.	❑	❑	
I am prepared for all meetings.	❑	❑	
I read all documents and reports prior to voting on issues.	❑	❑	
I respect and support all Board decisions even if I do not agree with those decisions.	❑	❑	
I use my individual abilities and skills to enhance the board's overall performance.	❑	❑	

This self-assessment is designed to help board members review their contribution to effective governance by reflecting on their behaviour in relation to the board's roles, responsibilities, and activities.

Revised 2021, by Ontario Library Service.

I understand that I have an obligation to act in the best interests of the library at all time.	❑ ❑	
I freely offer my opinions during any deliberations.	❑ ❑	
I welcome and consider the opinions and perspectives of others.	❑ ❑	
I do not attempt to exert individual authority over the CEO or staff.	❑ ❑	
I do not attempt to represent the board without being authorized to do so.	❑ ❑	
I respect the confidential nature of items discussed in camera.	❑ ❑	

I understand the requirements of the ***Public Libraries Act*** and accompanying Regulation.	❑ ❑	
I support the Board chair in promoting effective meetings.	❑ ❑	
I have a clear understanding of my role.	❑ ❑	
I am careful to focus only on board issues and leave the running of the library to the CEO.	❑ ❑	
I can provide feedback in discussion in a constructive manner.	❑ ❑	

I am a strong advocate of the best possible library service.	❑ ❑	
I am committed to the library's mission.	❑ ❑	
I support the library in a variety of ways (e.g., attend events)	❑ ❑	
I understand the library's financial issues and implications.	❑ ❑	
I am aware of the programs, services, and events of my library.	❑ ❑	

Bancroft this Week - Done
Madawaska Valley Current - Submitted webform done
The Valley Gazette
My Bancroft Now
My Barry's Bay Now - Submitted webform done
The Valley Net

Posters: Charbonneaus, Seniors Centre,,Lunch Bar, Mad Musher, Pharmacy, Bongo Tavern, Madawaska Convenience store

Town sign at Lester Smith

Other libraries?

Township of South Algonquin Public Library
2018 Highlights

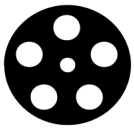
The Whitney and Madawaska branches offer the following services year-round at both locations:

Lending Services

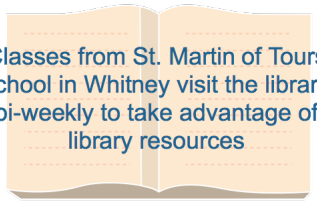
Books, Audiobooks & Interlibrary Loans

eBooks

Movies



Technology Resources



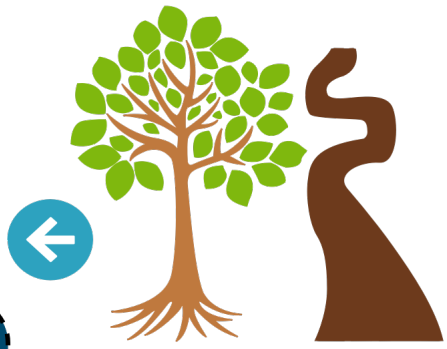
Classes from St. Martin of Tours school in Whitney visit the library bi-weekly to take advantage of library resources

Both locations have switched to a completely digital circulation system, making it easy for patrons to check-out books, and for librarians to keep accurate, up-to-date records on accounts. All books are tracked by their ISBN barcode.

PROGRAMMING

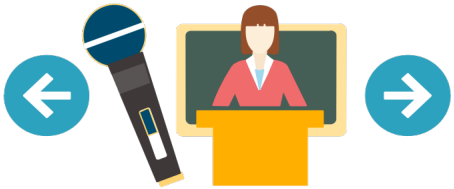
Several exciting programs were offered in 2018

Robbie Hanna Anderman, local author of "The Healing Trees", engaged with participants during this book talk about the medicinal and healing properties of trees that can be found in the area.



Algonquin Park leaseholder and author Bob Henderson presented some of his stories called "Every Trail Has a Story" to local participants at the Mad Musher in August.

Retired CBC radio producer Barry Conway has recruited several keen residents to dramatize his scripts, mostly focusing on local interests. The group is called Opeongo Reader's Theatre, and they record and perform their shows at the Whitney branch. Click here to have a listen to this exciting new program!



The Learning Centre, an adult education organization based out of Eganville, faciliated several workshops in October offering basic tech and computer skills to local residents. There were 5 sessions and 7 participants, and the program was very well received by attendees. There may be opportunity in the future to build on this program.

Looking Ahead to 2019 & Beyond

Tech Expansion

Provide a more robust catalogue of tech items in circulation. Develop a program that will engage young members of the community to utilize the resources at the library in a fun way.

Accredation

Work to meet the standards set for accredited libraries. Accredation will allow our library more access to funding, and open up more opportunity fo rthe community to utilize the space.

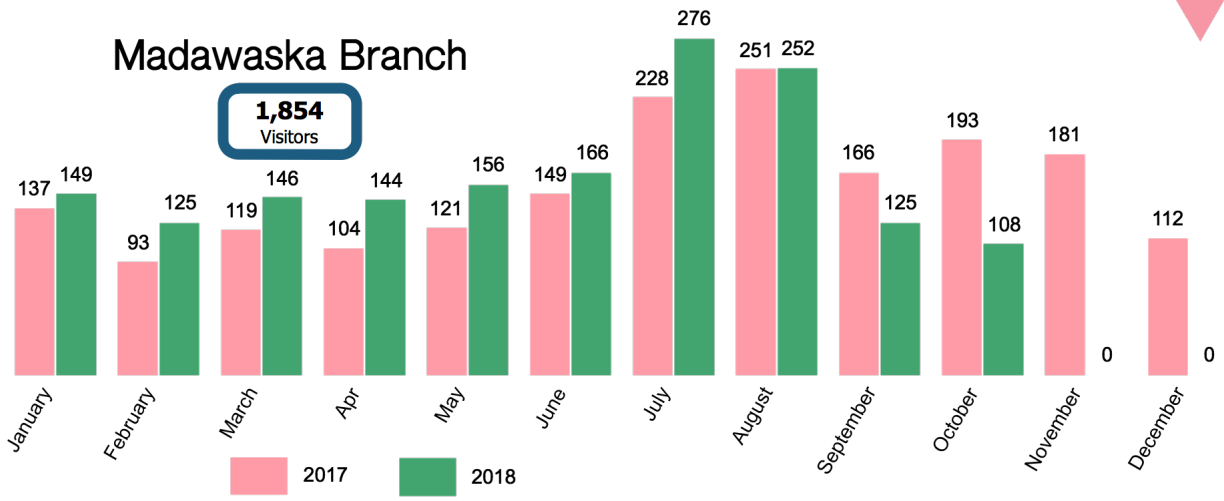
Staffing

Create efficiencies in utilizing occasional staff members for special projects and programming. Ensure that they are kept up to date on revised policies and procedures.

2018 Library Visitation Statistics

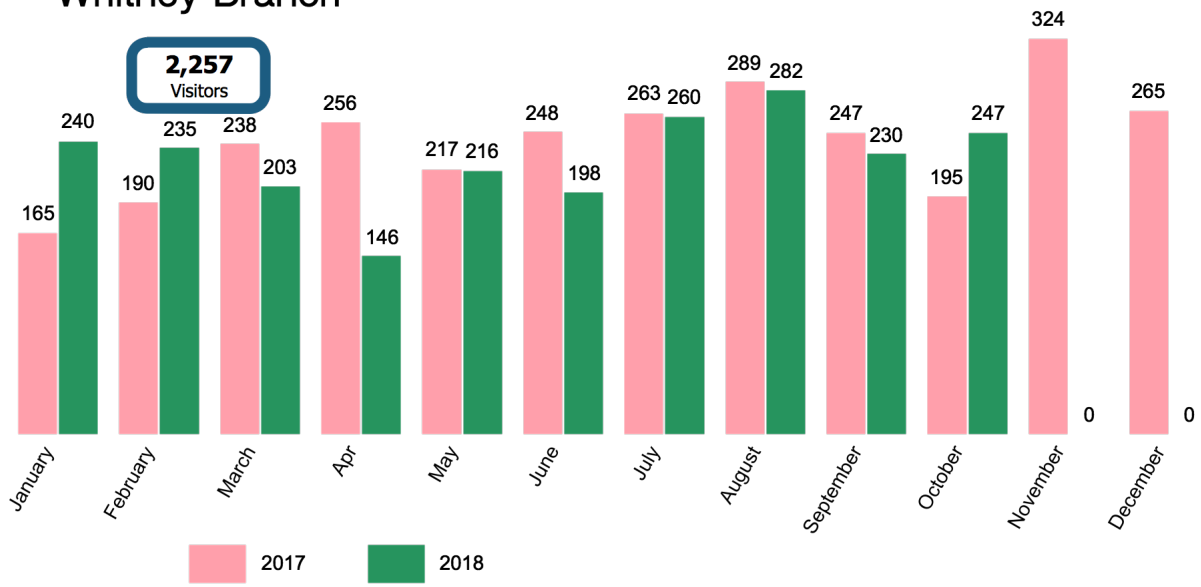
Madawaska Branch

1,854 Visitors



Whitney Branch

2,257 Visitors

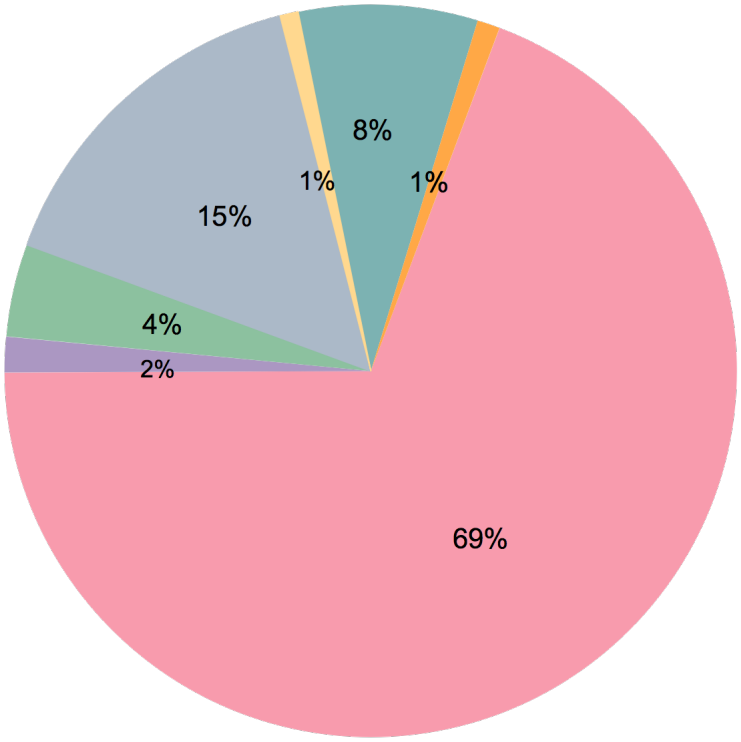


Both Branches ran extended hours during the months of June-October to accommodate the larger summer crowds

2018 Circulation Statistics

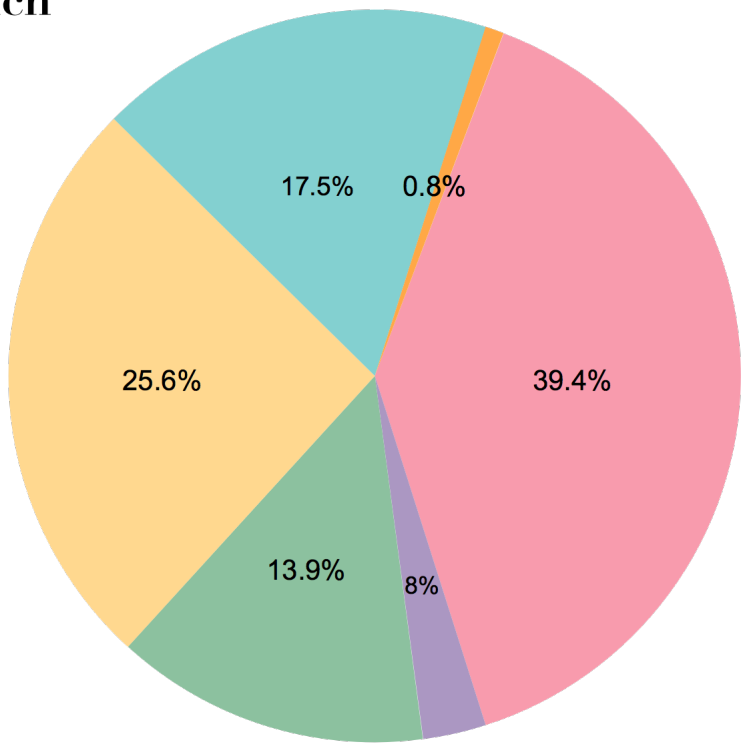
Whitney Branch

- 3,644 books out
- 82 interlibrary loans
- 215 movies rented
- 808 wifi users
- 42 Wii Users
- 415 Computer Users
- 47 audiobooks borrowed



Madawaska Branch

- 919 books out
- 65 interlibrary loans
- 324 movies rented
- 598 wifi users
- 0 Wii Users
- 409 Computer Users
- 19 audiobooks borrowed



32 new members registered in 2018

1 new board member recruited in 2018

ONTARIO LIBRARY SERVICE

Year 4: Board Transition & Succession Planning

The Four Year Board Cycle

Concept of Board Legacy

- Defining Board Legacy
- Purpose of a Board Legacy Document
- Development of a Board Legacy Document
- Video: A Board Member's Perspective on Board Legacy
- Other Steps in the Legacy Process
- Resources

Board Succession Planning

Board Appointments

Advocacy During Municipal Election Campaign

Governance HUB homepage

ONTARIO LIBRARY SERVICE | GOVERNANCE HUB

Defining Board Legacy

A public library board's legacy is what remains once the four-year term of a particular board has come to an end. Board legacy is what ensures continuity between the current board and the incoming board, and is a key factor in setting the incoming board up for success. Board legacy encompasses all facets of the board's work, including information that was gathered, projects that were started/completed, documents that were developed, and partnerships that were established.

While some parts of a board's legacy might be evident or speak for themselves, it is helpful for the incoming board to have this legacy outlined in one place: a legacy document.

Purpose of a Board Legacy Document

In preparing for the end of your term, regardless of the turnover, you should be planning for the transition. A key aspect is the creation of a legacy document. A board legacy document is a communiqué to the future leadership of the library. It provides an opportunity for the outgoing board to document accomplishments, strengths and successes, as well as missed opportunities and tasks left undone. Properly prepared, the legacy document can be an invaluable aid and roadmap for the incoming board. This document goes beyond your strategic plan and annual report. It covers governance issues. If you do your work well, you will make the work of the next board easier and put your library in a better position to succeed. Think of the legacy document as a letter to the future. You should be trying to identify trends and issues that you believe the new board will face.

Development of a Board Legacy Document

Responsibility for the creation of the legacy document

All board members should participate in the development of the board legacy document, as experiences and perspectives will vary from one board to another. The Chair, Vice Chair and CEO can sit down to create a preliminary draft for discussion at a board meeting. An open discussion at a board meeting ensures that all board members will complete the term with a common awareness of future plans. Once this discussion has taken place, the Chair, Vice Chair and CEO can meet to finalize the legacy document and present it to the rest of the board for approval.

Contents of the legacy document

Contents of your legacy document will ultimately depend on the purpose you would like the document to serve. Some potential purposes for your legacy document include:

- **An orientation tool for the incoming board:** The primary purpose of a board legacy document will be to act as a roadmap for the incoming board, giving new board members a solid overview of the work to come.
- **An advocacy tool to promote the library:** The legacy document, as well as a guide to the future, can be an advocacy tool that can help to promote the library and attract qualified candidates. Share the document with electoral candidates. Help them to give the library a higher priority.
- **A recruitment tool for new board members:** Prospective board members will want to know what being a board entails and will want to know what to expect as they consider embarking on a four-year term. The legacy document can play a role in outlining the work that is to come.
- **A municipal tool to help with the appointment process:** Using your legacy document to communicate your vision of the future will be helpful to Council as they consider the appointment of a new board.

When drafting your legacy document, the following steps may help guide your thought process:

- **Step 1: Consider the board's work in review**
  Outline major achievements, challenges that were encountered by the board as well as challenges still being faced to this day, and any pressing governance issues that will need to be addressed by the incoming board. Are there ongoing issues or concerns with which the incoming board will need to deal? Describe them in detail and suggest ways in which they might be dealt.

- **Step 2: Undertake a board introspection exercise**
  Take the time to identify the outgoing board's strengths and weaknesses, and any bad habits that were displayed over the course of the term. Try to identify areas in board competencies that need strengthening or improvement. What was the board's relationship with the CEO like, and how did you work together to strengthen cooperation and improve library service?

- **Step 3: Review existing relationships/partnerships and advocacy efforts**
  Outline key partnerships/relationships with community organizations, local council and neighbouring libraries. Take the time to reflect on the health of your partnerships/relationships, and how those partners view the library. What is your library's role as a community hub? How do your community partners view your library? All of this and more should be documented.

- **Step 4: Consider the future of the board**
  Outline all work that has yet to be accomplished and that will therefore become the responsibility of the incoming board. Based on your experiences during the term, make recommendations to the incoming board. These could be general recommendations around governance, or more specific recommendations, such as project or partnership recommendations. Were there any missed opportunities that your board encountered? Suggest ways in which such opportunities might not be missed in the future. Outline any skills that you feel will be needed for the future and skills needed to address current weaknesses.

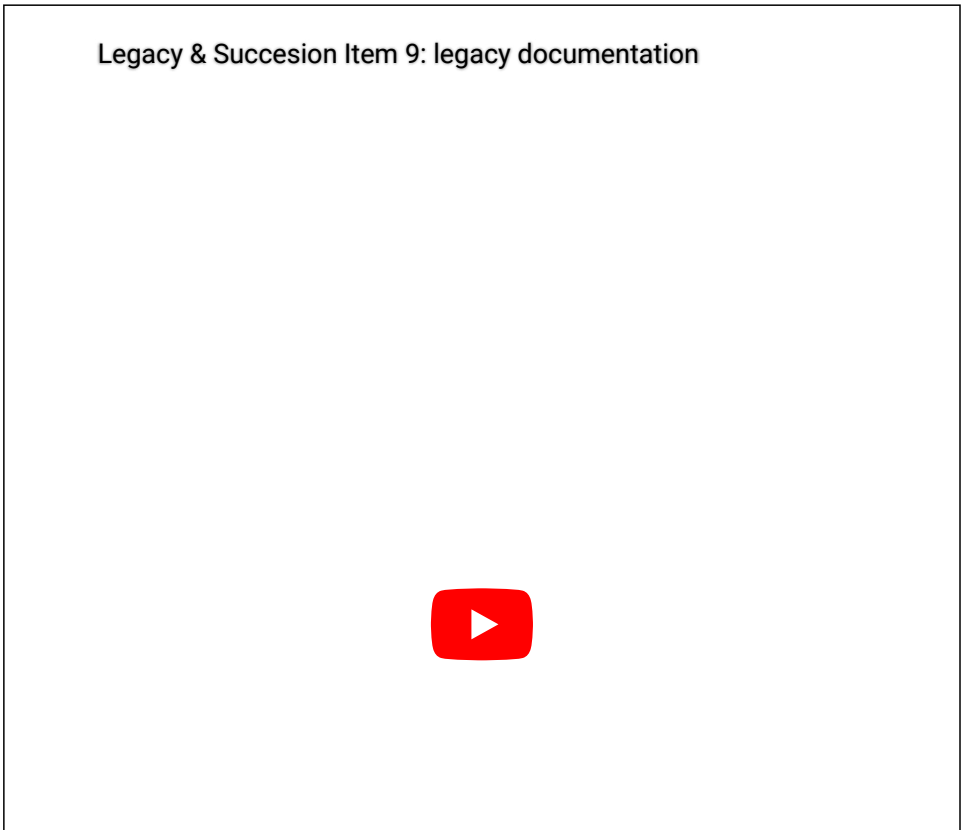
It may also be helpful to reflect upon your own appointment to the board. Give some thought to what you would have like to know when you were first appointed to the board, and make sure that those elements are reflected in the legacy document.

Finally, wish them well. If there is a smooth transition, the new board will carry on your good work and set the course for a successful future for your library.

Adapted from: Ontario Library Association (2014). What's Your Legacy? InsideOLBA Spring 2014 5

Video: A Board Member's Perspective on Board Legacy

In this video, Andrew Porteus, former Chair of the Niagara-on-the-Lake Public Library Board, discusses the importance of developing a board legacy document, as well as the potential steps involved in the process.



- Transcript of the Video

Other Steps in the Legacy Process

There are a number of things that will go a long way to ensure that the transition is smooth:

- Make sure **your library's policies**, and in particular, your governance policies, are properly compiled and accessible.
- Review the library board's by-laws and update them to address the problems you may have experienced over the course of the term.
- **Conduct a board evaluation**. Reflect on whether any "bad habits" have slipped into the monthly meeting routine, such as when board members occupy themselves with issues that are more correctly in the bailiwick of the library CEO. The board should lead through creation and review of library policy and focus on the longer term; it should let the CEO determine the means to achieve the desired results.
- Finally, look at the **new board member orientation materials** to see if there are any missing topics or information that could be improved.

You want the next board to be ready. Remember, the new library board will appreciate your extra efforts now that will help them get off to a good start. In four years, hopefully they will be doing the same thing for their next board.

Adapted from: Hunter, I. Inside OLBA.

Resources

- Public Library Board Legacy Document Template (Ontario Library Boards' Association)
- Selwyn Public Library Legacy Document - 2015-2018
- SDG Library Legacy Document - 2015-2018