



Township of Douro-Dummer Agenda for a Public Library Board Committee Meeting

Thursday, November 10, 2022, 3:00 p.m.

Electronic Meetings

On August 4, 2020 Council amended the Township Procedure By-Law to permit meetings to be held electronically and to allow members participating electronically to be counted towards quorum.

Until further notice, Township meetings are being held electronically. Meetings will be recorded and live-streamed on the Township YouTube channel.

Please contact the Deputy Clerk if you require an alternative method to virtually attend the meeting. martinac@dourodummer.on.ca or 705-652-8392 x210

	Pages
1. Call to Order	
2. Disclosure of any Pecuniary Interest	
3. Approval of Minutes: September 27, 2022	1
4. Business Arising from Minutes:	
4.1. Committee Reports	
4.1.1. Art Gallery	
4.1.2. Warsaw and St. Joseph Schools	
4.1.3. Friends of the Library	
4.2. Township/Library Agreement	
5. Financial Report: Draft Capital and Operating Budgets	5
6. Librarian's Report:	
6.1. September 2022 Librarian's Report	9
6.2. October 2022 Librarian's Report	

7. New Business:

7.1. Draft Budget for 2023

7.2. New Board Member Appointments - Board Role and Responsibilities and
Recruitment Document

10

8. Correspondence: None

9. Closed Session: None

10. Adjournment

(Draft)

**Minutes of a Meeting of the Township of Douro-Dummer Public Library Board
held on September 27th, 2022, at 3:00 p.m. at the DDPL Board Room**

Mission Statement: The Douro-Dummer Public Library is committed to providing access to resources and opportunities for reading, life-long learning, personal development, and community enrichment.

Present: Board Chair: Georgia Gale-Kidd
Vice Chair: Darla Milne
Board Member: Councillor Heather Watson
Board Member: Sharon McKeiver
Library CEO: Maggie Pearson

Absent: Board Member: Clara Leahy

Recording Secretary: Douro-Dummer Public Library CEO: Maggie Pearson

1. **Call meeting to order:** The Chair called the meeting to order at 3:04pm.
2. **Disclosure of Pecuniary Interest:** The Chair reminded the Board of their obligation to declare any pecuniary interest. None were declared.
3. **Adoption of the Aug 9th, 2022, Minutes:**

Resolution Number 48-2022

Moved by: Darla Milne

Seconded by: Councillor Watson

That the Board approves the July 12th, 2022, Library Board minutes.

Carried

4. Business arising from Minutes:

a) Committee Reports

- i) Art Gallery – verbal report from Sharon McKeiver. Culture Days was a successful show and workshop. Moving forward, the art gallery committee aims to offer more workshop/ class events similar to this one, to encourage participation from people, as well as hanging art shows.
- ii) Schools – verbal report from Maggie Pearson. St. Joseph's school classes keen to come back as their own library collection is in storage due to building renovations. Up to six classes so far have shown interest, with several visits scheduled for next couple of weeks; many will come monthly or bimonthly. The Board recommended also reaching out to Warsaw Public School, to remind them of our online resources for children and teachers and our hours.

- iii) Friends of the Library – verbal report from Georgia Gale-Kidd. Culture Days celebration was a success despite the rain. Good attendance to the art workshop, some paintings in the art show sold, and the community jam was well attended, and the book sale was a great project for youth volunteer group.

Resolution Number 49-2022

Moved by: Sharon

Seconded by: Darla

That Library Board Receives the Committee Reports 4 a) i) through iii)

Carried

b) Township/ Library Agreement – verbal report from Maggie Pearson. Two meetings have been held with the CAO to work on drafting a memorandum of understanding between Library Board and Township. Highlights of the agreement include accounting services, HR and staff training, contract schedules (for cleaning, IT systems, and major annual maintenance to building). CAO proposes a ceiling of a certain amount of money the library can use from its reserves for capital maintenance costs, and the remainder of the library reserves would be used by the township for library costs above that ceiling; would also come with guidance and expertise from the township for how to proceed. The document is still being drafted; Board would like a clause added relating to transparency of audits to the library finances.

c) Staffing (Search for Library Assistant) – verbal report from Maggie Pearson. Interim library assistant will remain as is, until March 28th, 2023.

Resolution Number 50-2022

Moved by: Sharon McKeiver

Seconded by: Darla Milne

That Library Board Receives the business arising from minutes reports 4 b) through c)

Carried

5. Review of Financial Report – Report Dated Sept 21st, 2022

The Board wants a workshop from treasurer on how to make best use of the report. Board discusses how to approach the approx. 25% not spent on staff wages this year (due to shut downs and staff turnover): can the library use \$ marked for wages in the reserves to support increase in future staff hours.

Resolution Number 51-2022

Moved by: Darla Milne

Seconded by: Sharon McKeiver

That the Library Board receives the Financial Report dated September 21st 2022.

Carried

Librarian's Report – Report dated Sept 3rd, 2022.

Board suggests more marketing: more paper (bright bookmarks with monthly events), reminder of our hours and services in the Tax Bill newsletter (Jess McArthur), Dummer News submissions.

Resolution Number 52-2022

Moved by: Georgia Gale - Kidd

Seconded by: Darla Milne

That the Library Board receives the Librarian's Report dated September 3rd, 2022.

Carried

6. New Business –

- a) Budget requests 2023 – Report to Board. Board requests additional 500\$ per year to grounds maintenance account for upkeep on recently developed pollinator garden. For flooring to match last year's renovations, try Floortrends, Stradwick's.
- b) Policy development, review: VOL-01 Volunteer Program. Make sure to add to appendices: vulnerable sector check for volunteers over 18 working with children and oath of confidentiality. Board debates whether volunteer age limit of 14 is too high. There is a youth volunteer group for 11 to 13 year olds. OP-10 Children: Regarding section 4d: Board would like policy to reflect that 12 to 14 year old children may be in the library unaccompanied, and that children younger should be with a sibling 12 or older; also that parents/guardians still responsible for behaviour of any child attended or unattended in the library. CEO to double check most recent CYFSA, revise policies before adoption.
- c) New board member appointment – Board needs to create an orientation tool, recruitment tool, board member job description, investigate what municipal tools are currently used for recruitment. New board will review mission statement. CEO will make a board member roles and responsibilities description for the clerk's office to use in recruitment. Possibility of changing board meeting hours if current time deters applicants.

7. Correspondence – None

8. Closed Session – None

9. Adjournment:

Resolution Number 44-2022

Moved by: Georgia Gale-Kidd

Seconded by: Councillor Watson

That the Board Meeting be adjourned at 5PM.

Carried

Next Meeting: November ?, 2022, at 3:00 in the Douro-Dummer Public Library board room.

Georgia Gale-Kidd,
Board Chair

Maggie Pearson,
Recording Secretary

2023 Library Capital Budget - First Draft

Project Name	Project Description	Project Justification	Funding	Cost
Awning	Replace awning which covers stairway up to library entrance	This flight of stairs is not heated and requires maintenance in winter months to keep free of snow and ice. Awning prevents bulk of snow and ice buildup; it is torn and nearing end of useful life.	Reserves	\$10,000.00
Books and Materials	Books for library collection	Standard practice for library collections management	Grant	\$14,000.00
Drywall Repair and Painting	Drywall repair and painting of office/kitchen, hallway, circulation area, nonfiction area, vestibule.	Paint job is at end of useful life; these portions of the library were last painted in 2008.	Reserves	\$5,900.00
New Flooring	Continue new flooring from children's section into circulation area and public washroom hallway	Flooring in circulation area is at end of useful life and badly stained. Continuing the new flooring that was installed with the most recent renovation into the circulation area would make library flooring consistent and easy to maintain	Reserves	\$5,000.00
Water Filtration System	Replace water filtration sysem	The library currently does not have reliably safe drinking water (however it does provide a water cooler for drinking and the running water is otherwise reliable)	Reserves	\$10,200.00
Grand Total				\$45,100.00

2023 Library Operating Budget - First Draft

	2021 Budget	2021 Actuals	2022 Budget	2022 YTD Actuals*	2023 Budget	Change (\$)	Change (%)
Expenses							
Employee Wages and Benefits	\$69,557.99	\$52,309.92	\$92,983.21	\$58,694.52	\$124,387.85	\$31,404.64	33.8%
Travel and Training							
2500 - Travel Mileage	\$260.00	\$0.00	\$260.00	\$0.00	\$260.00	\$0.00	0.0%
2601 - Membership Fees	\$400.00	\$1,394.67	\$400.00	\$2,127.50	\$500.00	\$100.00	25.0%
2602 - Conference Expenses	\$1,530.00	\$0.00	\$1,530.00	\$0.00	\$1,530.00	\$0.00	0.0%
2603 - Training	\$700.00	\$0.00	\$700.00	\$221.84	\$700.00	\$0.00	0.0%
Travel and Training Total	\$2,890.00	\$1,394.67	\$2,890.00	\$2,349.34	\$2,990.00	\$100.00	3.5%
Contracted Services							
3220 - Security	\$350.00	\$590.41	\$350.00	\$253.55	\$350.00	\$0.00	0.0%
3320 - internet Service	\$1,000.00	\$20.55	\$1,000.00	\$840.78	\$1,000.00	\$0.00	0.0%
3500 - Licensing	\$4,000.00	\$4,745.67	\$4,000.00	\$3,206.43	\$4,000.00	\$0.00	0.0%
3800 - Audit Fees	\$1,100.00	\$0.00	\$1,100.00	\$0.00	\$1,100.00	\$0.00	0.0%
3900 - Other Contracts	\$510.00	\$391.77	\$510.00	\$259.47	\$600.00	\$90.00	17.6%
Contracted Services Total	\$6,960.00	\$5,748.40	\$6,960.00	\$4,560.23	\$7,050.00	\$90.00	1.3%
Materials and Supplies							
4100 - Paper Supplies	\$250.00	\$0.00	\$250.00	\$136.13	\$250.00	\$0.00	0.0%
4110 - Office Supplies	\$325.00	\$171.83	\$325.00	\$310.78	\$325.00	\$0.00	0.0%
4111 - Cleaning Supplies	\$250.00	\$238.82	\$250.00	\$581.69	\$250.00	\$0.00	0.0%
4113 - Computer Supplies	\$110.00	\$129.13	\$110.00	\$0.00	\$110.00	\$0.00	0.0%
4117 - Health & Safety Supplies	\$450.00	\$21.74	\$450.00	\$0.00	\$450.00	\$0.00	0.0%
4118 - Supplies	\$325.00	\$535.58	\$325.00	\$403.05	\$325.00	\$0.00	0.0%
4119 - Printer Supplies	\$600.00	\$0.00	\$600.00	\$656.35	\$600.00	\$0.00	0.0%
4210 - Postage	\$325.00	\$99.98	\$325.00	\$209.63	\$325.00	\$0.00	0.0%
4300 - Advertising	\$510.00	\$0.00	\$510.00	\$166.94	\$510.00	\$0.00	0.0%
4410 - Subscriptions	\$1,530.00	\$1,041.40	\$1,530.00	\$861.69	\$1,530.00	\$0.00	0.0%
4430- Films/Video	\$750.00	\$458.93	\$750.00	\$0.00	\$750.00	\$0.00	0.0%
4600 - Material	\$100.00	\$147.05	\$100.00	\$318.28	\$100.00	\$0.00	0.0%
4700 - Hospitality	\$50.00	\$26.46	\$50.00	\$0.00	\$50.00	\$0.00	0.0%

*2022 Year to Date (YTD) Actuals are shown until end of October but do not fully capture all costs/revenues as delays can occur with the receipt and subsequent payment of invoices.

2023 Library Operating Budget - First Draft

4710 - Special Events	\$125.00	\$0.00	\$125.00	\$0.00	\$125.00	\$0.00	0.0%
4711 - Programs	\$1,100.00	\$491.06	\$1,100.00	\$277.07	\$1,100.00	\$0.00	0.0%
4720 - Promotional	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00	0.0%
Materials and Supplies Total	\$6,900.00	\$3,361.98	\$6,900.00	\$3,921.61	\$6,900.00	\$0.00	0.0%
Repairs and Maintenance							
5121 - Grounds Maintenance	\$1,300.00	\$713.62	\$500.00	\$1,332.02	\$500.00	\$0.00	0.0%
5130 - Maint Bldg	\$2,500.00	\$728.54	\$2,500.00	\$690.12	\$2,500.00	\$0.00	0.0%
5131 - Cleaning	\$2,500.00	\$1,984.44	\$0.00	\$3,081.00	\$0.00	\$0.00	0.0%
5160 - Maint Equip	\$250.00	\$182.05	\$250.00	\$1,159.36	\$250.00	\$0.00	0.0%
5162 - Fire Extinguisher Maint	\$50.00	\$30.53	\$50.00	\$0.00	\$50.00	\$0.00	0.0%
5170 - Maint CompHw	\$2,000.00	\$1,470.43	\$2,000.00	\$2,318.09	\$2,000.00	\$0.00	0.0%
5180 - Maint CompSw	\$1,500.00	\$107.86	\$1,500.00	\$0.00	\$1,500.00	\$0.00	0.0%
Repairs and Maintenance Total	\$10,100.00	\$5,217.47	\$6,800.00	\$8,580.59	\$6,800.00	\$0.00	0.0%
Utilities							
3100 - Heat	\$3,600.00	\$2,046.40	\$3,600.00	\$3,398.42	\$3,600.00	\$0.00	0.0%
3110 - Hydro	\$4,000.00	\$4,250.09	\$4,000.00	\$4,229.12	\$4,000.00	\$0.00	0.0%
3300 - Telephone	\$1,000.00	\$1,169.70	\$1,000.00	\$924.81	\$1,000.00	\$0.00	0.0%
Utilities Total	\$8,600.00	\$7,466.19	\$8,600.00	\$8,552.35	\$8,600.00	\$0.00	0.0%
Other Expenses							
7010 - Financial Fees	\$20.00	\$12.00	\$20.00	\$12.00	\$20.00	\$0.00	0.0%
Other Expenses Total	\$20.00	\$12.00	\$20.00	\$12.00	\$20.00	\$0.00	0.0%
Interest Expense	\$10.00	\$18.72	\$10.00	\$0.00	\$10.00	\$0.00	0.0%
Internal Rental Recoveries	\$204.00	\$0.00	\$204.00	\$137.50	\$204.00	\$0.00	0.0%
Insurance							
3400 - Insurance	\$2,371.60	\$2,413.78	\$2,371.60	\$2,746.44	\$3,295.73	\$924.13	39.0%
Insurance Total	\$2,371.60	\$2,413.78	\$2,371.60	\$2,746.44	\$3,295.73	\$924.13	39.0%

*2022 Year to Date (YTD) Actuals are shown until end of October but do not fully capture all costs/revenues as delays can occur with the receipt and subsequent payment of invoices.

2023 Library Operating Budget - First Draft

Minor Capital Expenses							
5340 - TCA UT Bldg Imp	\$3,527.00	\$0.00	\$2,200.00	\$4,844.50	\$2,200.00	\$0.00	0.0%
5360 - TCA UT Equip	\$500.00	\$316.47	\$500.00	\$0.00	\$500.00	\$0.00	0.0%
5370 - TCA UT CompHw	\$1,000.00	\$1,391.06	\$1,500.00	\$970.79	\$1,500.00	\$0.00	0.0%
Minor Capital Expenses Total	\$5,027.00	\$1,707.53	\$4,200.00	\$5,815.29	\$4,200.00	\$0.00	0.0%
Expenses Total	\$112,640.59	\$79,650.66	\$131,938.81	\$95,369.87	\$164,457.58	\$32,518.77	24.6%
Revenues							
Other Revenues							
8180 - Infractions	-\$408.00	-\$52.10	-\$408.00	\$0.00	-\$408.00	\$0.00	0.0%
8320 - Sales	-\$26.01	-\$202.30	-\$26.01	-\$64.00	-\$26.01	\$0.00	0.0%
8323 - Sale Art	-\$52.02	\$0.00	-\$52.02	\$0.00	\$0.00	\$52.02	-100.0%
8325 - Sales Photocopies	-\$156.06	-\$73.85	-\$156.06	-\$84.65	-\$156.06	\$0.00	0.0%
8430 - Programs	-\$75.00	-\$18.85	-\$75.00	\$0.00	-\$75.00	\$0.00	0.0%
8880 - Other Revenues	-\$26.01	-\$12.00	-\$26.01	\$0.00	-\$26.01	\$0.00	0.0%
8890 - Fund Raising	-\$104.04	\$0.00	-\$104.04	\$0.00	-\$104.04	\$0.00	0.0%
8900 - Donations	-\$280.50	-\$590.40	-\$280.50	-\$1.00	-\$280.50	\$0.00	0.0%
Other Revenues Total	-\$1,127.64	-\$949.50	-\$1,127.64	-\$149.65	-\$1,075.62	\$52.02	-4.6%
Revenues Total	-\$1,127.64	-\$949.50	-\$1,127.64	-\$14,456.65	-\$1,075.62	\$52.02	-4.6%
Grand Total	\$111,512.95	\$78,701.16	\$130,811.17	\$80,913.22	\$163,381.96	\$32,570.79	24.9%

*2022 Year to Date (YTD) Actuals are shown until end of October but do not fully capture all costs/revenues as delays can occur with the receipt and subsequent payment of invoices.

Report to: Douro-Dummer Public Library Board of Trustees

Subject: Monthly Report – Month of September 2022

From: Maggie Pearson, CEO

Dated: Oct 2nd 2022

	July 2022	August 2022	September 2022	September 2021
Books	588	582	421	444
Literacy Kits	2	3	6	4
Book and CD (Jkit)	5	7	1	2
CDs (books on CD) audiobook	0	2	1	1
DVDs	19	29	20	10
InterLibrary Loans	10	25	16	21
Magazines	21	9	11	8
Public Computer Usage	10	12	13	17
Total Resource Usage (no e-resources)	655	669	472	507
Total E-Book usage	503	527	500	409
Total resource usage	1158	1196	972	916
Volunteer hours	9	55	15	3
Outreach contacts	N/A	N/A	N/A	N/A
Library Visits in Person	266	291	261	160
Overdrive users	82	88	84	67
Program Attendance	20	20	38	N/A
New Library Patrons	5	7	6	8
Library Engagement	382	461	404	238

Upcoming Programming: Weekly Storytime, Youth Group, Italian class, and Crafternoon still running and popular. Considering Chair Yoga for a winter program.

Library Usage Items of Note: September was a bit slow for book checkouts and walk ins (Douro was struck with Covid!) but high for program attendance and overall engagement.

Volunteers' projects this month: Older teen volunteers are shelving and helping with tech troubleshooting. Youth Volunteer Group helped with Culture Days, and have been writing book reviews for social media, prepping supplies for Storytime, and making DDPL bookmarks.

Upcoming holiday hours and staff holidays: Thanksgiving Weekend

Mission Statement: The Douro-Dummer Public Library is committed to providing access to resources and opportunities for reading, life-long learning, personal development, and community enrichment.

The Douro-Dummer Public Library Board is looking for new members. The Library Board holds 10 regular monthly meetings a year. The time commitment includes preparation time to read and consider reports and other information on library systems and public trends. Board meetings are generally two hours in length, held on the second Tuesday of each month.

The Board's role and responsibilities:

To Plan	To Govern	To Advocate
<p>The Board creates a Strategic Plan of Service that guides the operations of the library and assists in planning programs and activities which are managed and prepared by library staff.</p> <p>The Board articulates the library's vision and mission statement. It measures the results of the plan and reports on those results.</p> <p><i>Examples: Participates in planning programs based on advice of the CEO; evaluates strategic plans on a regular basis.</i></p>	<p>The Board ensures that the library is managed but does not manage the library.</p> <p>The Board demonstrates accountability to the funding Councils.</p> <p>The Board hires and evaluates a library manager (CEO).</p> <p><i>Examples: Prepares annual budgets for Municipal Council approval to be presented to local elected officials</i></p>	<p>The Board acts as a bridge between the community and the library.</p> <p>The Board promotes the library to the community and encourages everyone to use its collections, programs, and services.</p> <p><i>Examples: Attends or promotes library functions. Participates in campaigns to advance the library's profile in the community.</i></p>

Interested individuals should apply to the Clerk's Office at Douro-Dummer Township by contacting: martinac@dourodummer.on.ca

1**Public library service is free in the Province of Ontario.**

The Public Libraries Act (PLA) and Regulation 976 specify that most library services must be offered to residents free of charge. This requirement makes the library different from other community services which are often expected to generate revenue from user fees. Access to library service must remain free because universal access to information is a fundamental human right and a cornerstone of democracy.

2**The library board is a governing board that gets its authority from the Public Libraries Act.**

Once appointed by Council, the board is a separate, independent corporation with the legal duty to provide “a comprehensive and efficient public library service that reflects the community’s unique needs” (PLA, 20a).

3**The library board exercises its authority by making informed decisions that focus on matters of governance.**

Governance includes the following areas of responsibility:

- a. Strategy & oversight
- b. CEO support and oversight
- c. Financial stewardship & accountability
- d. Policy framework
- e. Advocacy based on mission and community impact
- f. Employer obligations.

4**The library board is required by legislation to appoint a chief executive officer (CEO) to oversee library operations.**

Once appointed by the Board, the CEO manages and controls library operations, freeing the library board to focus on governance. This is an important distinction for everyone to understand as it prevents conflicts and other problems from occurring.

**SOLS | SBOS**

Southern Ontario Library Service
Service des bibliothèques de l'Ontario-Sud



5 Board authority belongs to the board as a whole; individual board members have no authority.

The board exercises its authority through the decisions it makes, and records as motions, in the context of a legally constituted board meeting. Outside of board meetings, you as a board member have no individual authority.

6 Each board member has a legal obligation to act honestly, in good faith, and in the best interests of the library.

Because the PLA establishes the library board as a corporation, it means board members have a "fiduciary" duty to act in the best interests of the corporation. There is a duty of care and of loyalty, and an obligation to act honestly and in good faith. This includes all board members, whether appointed as a citizen representative or a council representative.

7 Library board meetings must be open to the public with advance notice given.

The board is required to hold regular meetings once a month for at least 10 months of the year. Board meetings must be open to the public unless a closed meeting is warranted, as prescribed in Section 16.1(4) of the Public Libraries Act.

8 Good governance happens when the CEO and library board trust each other, respect each other, and work together.

The library board relies on the support and expertise of the CEO to be successful; and the CEO relies on the support and guidance of the library board to be successful.

9 Good governance happens in board meetings that are designed to support informed decision-making.

The board chair and CEO work together to create agendas that are engaging and forward thinking while also meeting the board's needs for accountability and wise stewardship. It's a process that takes time, but the best boards eventually find a collaborative style that balances camaraderie with candor and challenging conversations.

10 The municipality is the library's primary funder and a strategic ally.

While the library board is an independent corporation, it does get the majority of its funding from municipal tax dollars. Sustaining a collaborative mindset and a strong working relationship between the library and the municipality is, therefore, important work. Council representatives on the library board support this work by facilitating ongoing communication and opportunities for collaboration. It is important that everyone understands that elected officials appointed to the library board have the same responsibilities and obligations as any other member of the board.

