



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

Tuesday, July 9, 2024, 4:00 p.m.

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1. Call to Order	
2. Disclosure of any Pecuniary Interest	
3. Approval of May 14, 2024 Minutes	1
4. Business Arising from Minutes:	
4.1 Committee Reports:	
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7. New Business:	
7.1 Art Donation	
8. Correspondence:	
9. Closed Session:	
10. Adjournment	

**11. Next Meeting:**

(DRAFT)

**Minutes of the Township of Douro-Dummer Public Library Board Meeting**

**May 14, 2024, 4:00 PM**

**Present:**

**Thomas Watt  
Darla Milne  
Georgia Gale-Kidd  
Diane Bonner  
Tina Fridgen**

**Staff Present**

**Maggie Pearson**

1. Call to Order

With a quorum of the Board being present, the Secretary called the meeting to order at 4:00PM.

2. Disclosure of any Pecuniary Interest

The Chair reminded members of the Board of their obligation to declare any pecuniary interest they might have. None were declared.

3. Approval of April 9, 2024 Minutes

**Resolution Number 21-2024**

Moved by: Darla Milne

Seconded by: Diane Bonner

That the April 9, 2024 draft minutes be approved

Carried

#### 4. Business Arising from Minutes:

##### 4.1 Committee Reports

###### 4.1.1 Friends of the Library

Verbal Report from Georgia-Gale Kidd: Annual Plant, Seed, and Book Sale was a fundraising, community building, and social success. Friends of the Library gained new volunteer members. Upcoming June Speaker Series: Peterborough Family Health Team Medications Workshop.

###### 4.1.2 Art Gallery Committee

Verbal Report from Tina Fridgen: Will create proposal outlining recruitment for Art Gallery Committee, updating the mission and mandate of the gallery; content ideas for gallery portion of website including past artists, shows, and images; potential for art classes in the future.

Verbal Report from Maggie Pearson: two-week long show booked for mid July to complement local artist's programming for local quilters.

###### 4.1.3 Policy Committee

###### 4.1.3.1 DDPL-OP-015 Room Booking

#### **Resolution Number 22-2024**

Moved by: Thomas Watt

Seconded by: Darla Milne

That these committee reports be accepted for information and that,  
The DDPL-OP-015 Room Booking policy be adopted

Carried

5. Financial Report Dated April 30, 2024

**Resolution Number 23-2024**

Moved by: Diane Bonner

Seconded by: Tina Fridgen

That the financial report be accepted for information

Carried

6. Librarian Reports:

6.1 Stats Report April 2024

6.2 Operations/ Projects Update

**Resolution Number 24-2024**

Moved by: Tina Fridgen

Seconded by: Darla Milne

That these librarian reports be accepted for information and that,  
The Operational Reserve be utilized for the cleaning account between now and end of  
2024 and that,

The CEO contract the same cleaner used by the township offices

Carried

7. New Business:

7.1 Verbal Report: Board Assembly

Verbal Report from Diane Bonner: Attended the Board Assembly which highlighted training opportunities available through the OLS; Virtual Conference to be held in fall 2024; information presented on library accreditation process; another Board Assembly to be held in November if other board members are interested.

## 7.2 Verbal Report: Expanding Library Services

Verbal Report from Darla Milne: On the topic of expanding library services, with the proposal to establish a library branch in Warsaw to better serve Douro-Dummer residents, and to consider a family literacy centre embedded into the site. Township library services remain underutilized, with an active membership of 8%. Douro-Dummer is the only township in Peterborough County with one public library branch, and offers the second lowest number of library service hours of all the townships. Milne outlined how expanding services would align with the library board's vision and remove barriers to library service access by providing a walkable, centralized location in the most densely populated area of the township.

### **Resolution Number 24-2024**

Moved by: Diane Bonner

Seconded by: Tina Fridgen

That these verbal reports be accepted for information

Carried

## 8. Adjournment

### **Resolution Number 25-2024**

Moved by: Tina Fridgen

Seconded by: Georgia Gale-Kidd

That the meeting be adjourned at 5:10PM

Carried

## 9. Next Meeting:

Tuesday, July 9<sup>th</sup> 2024 at 4:00PM

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Chair, Georgia Gale-Kidd

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Secretary, Maggie Pearson

TOWNSHIP OF DOURO-DUMMER							
Library - 1640							
OPERATING & CAPITAL							
Sunday, June 30, 2024							
	2023	2023	2023	2024	2024	REMAINING	REMAINING
	Budget	Annual Actual	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
<b>Expenses</b>							
<b>Salaries &amp; Wages:</b>							
00-16-1640-1001 OP-RC-LB-Wages PT	84,257.99	80,300.68	39,349.08	90,801.65	43,823.79	46,977.86	51.70%
00-16-1640-1101 OP-RC-LB-Vacation Pay PT	3,370.32	3,492.58	1,732.10	3,583.67	1,937.09	1,646.58	45.90%
00-16-1640-1201 OP-RC-LB-Stat Pay PT	3,370.32	3,232.01	2,024.70	3,583.67	2,104.08	1,479.59	41.30%
00-16-1640-2001 OP-RC-LB-CPP PT	4,180.35	4,243.84	2,085.27	4,705.95	2,347.30	2,358.65	50.10%
00-16-1640-2051 OP-RC-LB-EI PT	1,863.79	2,007.22	1,004.98	1,981.77	1,112.27	869.5	43.90%
00-16-1640-2101 OP-RC-LB-EHT PT	1,643.03	1,715.16	858.77	1,747.04	933.35	813.69	46.60%
00-16-1640-2201 OP-RC-LB-WSIB PT	2,527.74	2,876.40	1,440.23	2,687.75	1,636.95	1,050.80	39.10%
00-16-1640-2301 OP-RC-LB-OMERS PT	6,017.00	6,303.40	3,044.49	6,757.21	3,849.21	2,908.00	43.00%
<b>Total Salaries &amp; Wages</b>	<b>107,230.54</b>	<b>104,171.29</b>	<b>51,539.62</b>	<b>115,848.71</b>	<b>57,744.04</b>	<b>58,104.67</b>	<b>50.20%</b>
<b>Mileage &amp; Travel:</b>							
00-16-1640-2500 OP-RC-LB-Travel Mileage	260	240.44	49.44	260	47.28	212.72	81.80%
00-16-1640-2601 OP-RC-LB-Membership Fees	500	681.05	375	600	450	150	25.00%
00-16-1640-2602 OP-RC-LB-Conference Expenses	1,530.00	971.67	140.95	1,530.00	153.5	1,376.50	90.00%
00-16-1640-2603 OP-RC-LB-Training	700	254.4	0	700	0	700	100.00%
<b>Total Mileage &amp; Travel</b>	<b>2,990.00</b>	<b>2,147.56</b>	<b>565.39</b>	<b>3,090.00</b>	<b>650.78</b>	<b>2,439.22</b>	<b>78.90%</b>
<b>Other Expenses:</b>							
00-16-1640-5340 OP-RC-LB-TCA UT Bldg Imp	2,200.00	2,054.52	0	2,200.00	1,246.56	953.44	43.30%
00-16-1640-5360 OP-RC-LB-TCA UT Equip	500	0	0	500	358.45	141.55	28.30%
00-16-1640-5370 OP-RC-LB-TCA UT CompHw	1,500.00	1,846.74	0	1,500.00	1,145.78	354.22	23.60%



Total Other Expenses	4,200.00	3,901.26	0	4,200.00	2,750.79	1,449.21	34.50%
Contracted Services:							
00-16-1640-3100 OP-RC-LB-Heat	3,600.00	2,957.71	1,837.61	3,600.00	1,791.51	1,808.49	50.20%
00-16-1640-3110 OP-RC-LB-Hydro	4,000.00	6,660.07	4,140.42	6,000.00	3,962.64	2,037.36	34.00%
00-16-1640-3220 OP-RC-LB-Security	350	174.43	151.6	350	0	350	100.00%
00-16-1640-3300 OP-RC-LB-Telephones	1,000.00	1,228.58	645.37	1,000.00	574.56	425.44	42.50%
00-16-1640-3320 OP-RC-LB-Internet Service	1,000.00	1,334.53	385.14	1,000.00	414.82	585.18	58.50%
00-16-1640-3400 OP-RC-LB-Insurance	3,156.48	3,758.42	3,758.42	4,319.55	4,629.96	-310.41	-7.20%
00-16-1640-3500 OP-RC-LB-Licensing	4,000.00	6,000.68	3,169.20	4,000.00	3,030.28	969.72	24.20%
00-16-1640-3900 OP-RC-LB-Other Contracts	600	259.4	106.31	600	0	600	100.00%
00-16-1640-3800 OP-RC-LB-Audit Fees	1,100.00	0	0	1,100.00	0	1,100.00	100.00%
Total Contracted Services	18,806.48	22,373.82	14,194.07	21,969.55	14,403.77	7,565.78	34.40%
Material & Supplies:							
00-16-1640-4100 OP-RC-LB-Paper Supplies	250	43.73	11.18	250	34.55	215.45	86.20%
00-16-1640-4110 OP-RC-LB-Office Supplies	325	182.64	74.89	325	174.16	150.84	46.40%
00-16-1640-4111 OP-RC-LB-Cleaning Supplies	250	141.05	77.86	250	190.06	59.94	24.00%
00-16-1640-4113 OP-RC-LB-Computer Supplies	110	15.24	15.24	110	30.46	79.54	72.30%
00-16-1640-4117 OP-RC-LB-Health & Safety Supplies	450	351.98	318.49	450	122.62	327.38	72.80%
00-16-1640-4118 OP-RC-LB-Supplies	325	505.32	152.46	325	107.22	217.78	67.00%
00-16-1640-4119 OP-RC-LB-Printer Supplies	600	393.81	80.39	600	343.95	256.05	42.70%
00-16-1640-4210 OP-RC-LB-Postage	325	225.44	77.37	325	130.26	194.74	59.90%
00-16-1640-4300 OP-RC-LB-Advertising	510	66	66	510	321.49	188.51	37.00%
00-16-1640-4410 OP-RC-LB-Subscriptions	1,530.00	1,993.60	1,615.90	1,530.00	1,753.62	-223.62	-14.60%
00-16-1640-4430 OP-RC-LB-Films/Videos	750	850	850	850	850	0	0
00-16-1640-4600 OP-RC-LB-Materials	100	560.23	548.49	100	0	100	100.00%
00-16-1640-4700 OP-RC-LB-Hospitality	50	37.21	0	50	19.75	30.25	60.50%
00-16-1640-4710 OP-RC-LB-Special Events	125	92.87	22.39	125	0	125	100.00%
00-16-1640-4711 OP-RC-LB-Programs	1,100.00	911.19	261.81	1,100.00	288.21	811.79	73.80%
00-16-1640-4720 OP-RC-LB-Promotional	100	70.1	0	100	0	100	100.00%

Total Material & Supplies	6,900.00	6,440.41	4,172.47	7,000.00	4,366.35	2,633.65	37.60%
Repairs & Maintenance:							
00-16-1640-5121 OP-RC-LB-Grounds Maintenance	500	165.06	0	500	90	410	82.00%
00-16-1640-5130 OP-RC-LB-Maint Bldg	2,500.00	1,385.77	176.35	2,500.00	1,127.50	1,372.50	54.90%
00-16-1640-5131 OP-RC-LB-Cleaning	0	923.44	923.44	0	0	0	0
00-16-1640-5162 OP-RC-LB-Fire Extinguisher Maint	50	152.49	0	50	0	50	100.00%
00-16-1640-5170 OP-RC-LB-Maint CompHw	1,000.00	1,101.58	1,056.60	1,000.00	478.27	521.73	52.20%
00-16-1640-5180 OP-RC-LB-Maint CompSw	1,500.00	724.82	20.34	1,600.00	87.99	1,512.01	94.50%
00-16-1640-5198 OP-RC-LB-Internal Rentals	204	73.37	0	204	0	204	100.00%
00-16-1640-5160 OP-RC-LB-Maint Equip	250	0	0	250	0	250	100.00%
Total Repairs & Maintenance	6,004.00	4,526.53	2,176.73	6,104.00	1,783.76	4,320.24	70.80%
Minor Capital:							
00-16-1640-5340 OP-RC-LB-TCA UT Bldg Imp	2,200.00	2,054.52	0	2,200.00	1,246.56	953.44	43.30%
00-16-1640-5360 OP-RC-LB-TCA UT Equip	500	0	0	500	358.45	141.55	28.30%
00-16-1640-5370 OP-RC-LB-TCA UT CompHw	1,500.00	1,846.74	0	1,500.00	1,145.78	354.22	23.60%
Total Minor Capital	4,200.00	3,901.26	0	4,200.00	2,750.79	1,449.21	34.50%
Other Expenses:							
00-16-1640-7100 OP-RC-LB-Interest	10	29	0	10	3.19	6.81	68.10%
00-16-1640-7010 OP-RC-LB-Financial Fees	20	0	0	20	0	20	100.00%
Total Other Expenses	30	29	0	30	3.19	26.81	89.40%
Investments in TCA:							
05-16-1640-0341 BS-RC-LB-WIP Bldg Imp	0	23,933.97	6,054.72	0	0	0	0
05-16-1640-0361 BS-RC-LB-WIP Books	0	13,076.18	5,973.04	0	4,827.30	-4,827.30	0
05-16-1640-0340 BS-RC-LB-TCA Bldg Imp	26,100.00	0	0	10,500.00	0	10,500.00	100.00%
05-16-1640-0360 BS-RC-LB-TCA Books/Equip	14,000.00	0	0	14,154.00	0	14,154.00	100.00%

Total Investments in TCA	40,100.00	37,010.15	12,027.76	24,654.00	4,827.30	19,826.70	80.40%
<b>Total Expenses</b>	<b>190,461.02</b>	<b>184,501.28</b>	<b>84,676.04</b>	<b>187,096.26</b>	<b>89,280.77</b>	<b>97,815.49</b>	<b>52.30%</b>
<b>Revenues</b>							
Grants:							
00-16-1640-8020 OP-RC-LB-Grants-Provincial	-14,000.00	1,117.00	0	-14,000.00	0	-14,000.00	100.00%
<b>Total Grants</b>	<b>-14,000.00</b>	<b>1,117.00</b>	<b>0</b>	<b>-14,000.00</b>	<b>0</b>	<b>-14,000.00</b>	<b>100.00%</b>
Permits & Fees:							
00-16-1640-8180 OP-RC-LB-Infractions	-408	-174	-100	-408	0	-408	100.00%
<b>Total Permits &amp; Fees</b>	<b>-408</b>	<b>-174</b>	<b>-100</b>	<b>-408</b>	<b>0</b>	<b>-408</b>	<b>100.00%</b>
Sales Revenue:							
00-16-1640-8325 OP-RC-LB-Sales Photocopies	-156.06	-83.9	-51.95	-156.06	-11.4	-144.66	92.70%
00-16-1640-8320 OP-RC-LB-Sales	-26.01	0	0	-26.01	0	-26.01	100.00%
<b>Total Sales Revenue</b>	<b>-182.07</b>	<b>-83.9</b>	<b>-51.95</b>	<b>-182.07</b>	<b>-11.4</b>	<b>-170.67</b>	<b>93.70%</b>
Other Revenue:							
00-16-1640-8430 OP-RC-LB-Programs	-75	-20	-20	-75	0	-75	100.00%
00-16-1640-8880 OP-RC-LB-Other Revenues	-26.01	-60.25	-60.25	-26.01	0	-26.01	100.00%
00-16-1640-8890 OP-RC-LB-Fund Raising	-104.04	0	0	-104.04	-78.8	-25.24	24.30%
00-16-1640-8900 OP-RC-LB-Donations	-280.5	-281.85	-207	-280.5	-10	-270.5	96.40%
<b>Total Other Revenue</b>	<b>-485.55</b>	<b>-362.1</b>	<b>-287.25</b>	<b>-485.55</b>	<b>-88.8</b>	<b>-396.75</b>	<b>81.70%</b>
<b>Total Revenues</b>	<b>-15,075.62</b>	<b>497</b>	<b>-439.2</b>	<b>-15,075.62</b>	<b>-100.2</b>	<b>-14,975.42</b>	<b>99.30%</b>
<b>Funding</b>							

Transfer From Reserves and Reserve Funds:							
05-16-1640-0970 BS-RC-LB-Transfer from Reserve	-26,100.00	0	0	-8,000.00	0	-8,000.00	100.00%
<b>Total Transfer From Reserves and Reserve Funds</b>	<b>-26,100.00</b>	<b>0</b>	<b>0</b>	<b>-8,000.00</b>	<b>0</b>	<b>-8,000.00</b>	<b>100.00%</b>
Transfer to Reserves:							
05-16-1640-0901 BS-RC-LB-Reserve-Dev Charge	0	-8,713.86	0	0	0	0	0
05-16-1640-0951 BS-RC-LB-Transfer to Develop Char	0	0	-127.98	0	0	0	0
<b>Total Transfer to Reserves</b>	<b>0</b>	<b>-8,713.86</b>	<b>-127.98</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Funding</b>	<b>-26,100.00</b>	<b>-8,713.86</b>	<b>-127.98</b>	<b>-8,000.00</b>	<b>0</b>	<b>-8,000.00</b>	<b>100.00%</b>
Total Expenses	190,461.02	184,501.28	84,676.04	187,096.26	89,280.77	97,815.49	52.30%
Total Revenue & Funding	-41,175.62	-8,216.86	-567.18	-23,075.62	-100.2	-22,975.42	99.60%
NET	149,285.40	176,284.42	84,108.86	164,020.64	89,180.57	74,840.07	45.60%

**Report to:** Douro-Dummer Public Library Board

**Subject:** Monthly Report – Months of May and June 2024

**From:** Maggie Pearson, CEO

**Dated:** July 1<sup>st</sup> 2024

	April 2024	May 2024	May 2023	June 2024	June 2023
Books	601	595	582	507	695
Literacy Kits	2	1	1	2	4
Book and CD (Jkit)	2	1	4	2	3
Audiobooks	1	6	2	9	1
DVDs	35	34	20	34	27
InterLibrary Loans	20	28	22	10	8
Magazines	6	20	6	24	6
Public Computer Usage	33	32	24	27	21
Total Resource Usage (no e-resources)	700	717	661	615	765
Total E-Book usage	495	445	455	450	515
Total resource usage	<b>1,195</b>	<b>1,162</b>	<b>1,116</b>	<b>1,065</b>	<b>1,280</b>
Volunteer hours	18	17	43	5	10
Outreach Contacts	N/A	N/A	N/A	N/A	N/A
Library Visits in Person	264	301	208	245	234
Overdrive users	110	93	82	96	89
Program Attendance	170	175	166	83	122
New Library Patrons	8	15	9	5	10
Library Engagement	<b>570</b>	<b>584</b>	<b>508</b>	<b>434</b>	<b>465</b>

**Ongoing Programming:**

Weekly/ monthly: Class Visits, Italian Conversation Club, and Crafternoon all pause at end of June and begin again after Labour day. Storytime and Summer Reading Club are running weekly all summer, Writing Club is running biweekly all summer

**Upcoming Programming:** Local artist talk “Shape Vocabulary for Quilters”, Lego Drop-In, “Learn to Garden” for Kids

**Volunteers’ projects this month:** Volunteers decorated the library for summer reading club; library gardener volunteering time and expertise for children’s garden programming in July and August

**Upcoming holiday hours and staff holidays:**

Staff holidays over summer have all been scheduled with no service disruption; Library CEO will be off the week of August 6<sup>th</sup> and August 13<sup>th</sup>



**Report to: Library Board**  
**From: Maggie Pearson**  
**Date: July 1<sup>st</sup>, 2024**

**Synopsis of Report:** Monthly Update on Operations and Projects

- Contracted FURST Cleaning and Contracting to begin the week of June 24<sup>th</sup>, as per Board Resolution Number 24-2024. Met with municipal treasurer and CAO to discuss possible solutions for cleaning budget moving forward
  
- Drafted report to Council re: roof which was presented at the June 18<sup>th</sup> meeting by acting CAO. As per Council Resolution Number 234-2024, the Library CEO will seek new quotes for metal roof replacement. A Special Meeting of the Council will then be conducted to review and approve the tender results once available
  
- Remaining 2024 capital projects include channel signage for the library building, installation of which is anticipated for the fall
  
- Met with artist Deb Brown to discuss her fall art show and orient her to the gallery; scheduled show hanging for end of August. Scheduled current art show removal and the hanging of the July show in conjunction with the library program for quilters on July 18<sup>th</sup>
  
- Managed website content and social media accounts, including adding poster to the art gallery page, and promoting weekly programs and events; created monthly newsletters
  
- Drafted and presented report to June Committee of the Whole Meeting on Spring 2024 library administration, operations, and statistics
  
- Attended “Navigating Public Library Finances” series Part 1: The Library Finance Environment through OLS training
  
- Held seasonal staff meeting to plan summer reading club and organize staff summer vacations. SRC will run with a regular weekly drop-in program this year on Wednesday afternoons including weekly take home activities or crafts.
  
- Scheduled staff training day for July 24<sup>th</sup>



**Report to: Library Board**  
**From: Maggie Pearson**  
**Date: July 1<sup>st</sup>, 2024**

**Synopsis of Report:** An outline of three options for expanding library services into Warsaw with preliminary cost estimates

Following Board member Darla Milne’s verbal report at the May 2024 meeting on expanding library services into Warsaw, in particular into the township office building, the following scenarios were explored including preliminary cost estimates. Scenarios are presented in order from the short to the long term with attention paid to current staff capacity and current budget.

The basis for this report is the Board’s goal of expanding services in alignment with their vision statement, and their summary of rural library service hours in Peterborough County broken down by township, showing Douro-Dummer to be the only township with a single branch and with the second lowest number of open service hours:

TOWNSHIP	POPULATION (2022)	SQUARE KM	BRANCHES	TOTAL SERVICE HOURS FOR PUBLIC
Asphodel - Norwood	4,950	161 KM	1. Norwood 2. Westood	31
Cavan - Monghan	10,310	306 KM	1. Millbrook 2. North Monaghan	35
Douro-Dummer	7,568	458 KM	1. Douro	26
North Kawartha	2,803	452 KM	1. Havelock 2. Cordova 3. Kasshabog Lake	35
Otonabee South Monaghan	7,105	347 KM	1. Stewart Hall 2. Keene 3. Bailieboro	25
Selwyn	18, 122	315 KM	1. Bridgenorth 2. Ennismore 3. Lakefield 4. Makerspace	42
Trent Lakes	5,859	861	1. Buckhorn 2. Cavendish	37.5

**Option A:**

Using current staff, we establish a pop-up branch in part of the town hall in the Warsaw township office building. Depending on space availability, this could be permanent or designed to be popped up and packed down after program and service delivery.

BUDGET ITEMS	COST
Moveable shelves	1,020.00 (per double sided 6 shelf unit)
Computer (OPAC)	1,500.00
Computer (circulation)	1,500.00
Computer (receipt printer)	200.00
Furniture (storytime carpet)	800.00
Furniture (circulation desk)	0 ?
Furniture (work surface)	1,000.00
Furniture (chairs)	0 ?
Staff hours (one shift)	4,571.00 (annual)
Staff hours (two shifts)	9,142.00 (annual)
TOTAL	11,611.00 (3 service hours, 2 shelf units) 16,182.00 (6 service hours, 2 shelf units)

This option is feasible using current staff, with the library assistant staffing the new service hours at the Warsaw pop-up branch. Under this option we could begin by adding an additional three service day time hours on Mondays with a focus on delivering children’s programming during that time.

Increasing evening library services could then be done by including an additional three service hours on Tuesday evenings. Branching out into this space would allow us to move forward with a Peterborough Child and Family Centres partnership, bringing early family literacy programming to Warsaw. We currently do not have the space required for this partnership at the Douro location.

**Pros:** This scenario is the most scalable, and aligns with the Board’s vision of expanding services with a particular focus on children’s programming and early family literacy.

**Cons:** Without extra wage hours, this scenario adds to our problem of staff working alone in the Douro location and decreases staff programming capacity there. Current library assistant has restricted availability for a new branch location.

**Option B:**

This option could be delivered with or without acquiring the portable assets outlined in Option A and C. This scenario breaks down the Board suggestion to develop and deliver P.A. day camps in Warsaw:



BUDGET ITEMS	COST
Program supplies	500.00
Staff hours (8 annual P.A. days)	2,985.00
Mileage	168.00
Revenue (based on 50\$ per child per day)	-3,200.00
TOTAL	453.00

We would need to make sure township insurance would cover this on top of a standard parent/ guardian day camp waiver.

**Pros:** Provides a needed service in Warsaw (childcare)

**Cons:** Charging for day camp/ child care falls outside of the definition library services under the PLA so this isn't expansion of library services without also going forward with another scenario. It could however be a good revenue generator for the library – if it was run by volunteers. We would also need to recruit and train volunteers to support staff in this program delivery.

### Option C:

This is the long-term option for a more permanent second branch located in the township offices, either utilizing space in the basement or town hall. In this scenario a librarian or library assistant is hired to staff the branch consistently, gaining 10 library service hours for our township, bringing Douro-Dummer in line with the service hours provided by townships of comparable population and size.

BUDGET ITEMS	COST
Moveable shelves	1,020.00 (per double sided 6 shelf unit)
Computer (OPAC)	1,500.00
Computer (circulation)	1,500.00
Computer (receipt printer)	200.00
Furniture (storytime carpet)	700.00
Furniture (circulation desk)	0 ?
Furniture (work surface)	1,000.00
Furniture (chairs)	0 ?
Staff hours (library assistant)	15,237.00 (annual)
Staff hours (evening support)	3,047.00 (annual)
TOTAL	22,177.00 (single staff, 2 shelf units) 25,224.00 (evening support staff, 2 shelf units)

**Pros:** Removes current library service barriers, including to Warsaw public school children, by providing access in a centralized, walkable location as Warsaw continues to grow

**Cons:** Challenges for staff recruitment and retention at low hours