



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

Tuesday, September 10, 2024, 4:00 p.m.

	Pages
1. Call to Order	
2. Disclosure of any Pecuniary Interest	
3. Approval of July 9, 2024 Minutes	1
4. Business Arising from Minutes:	
4.1 Committee Reports:	
4.1.1 Friends of the Library	
4.1.2 Art Gallery Committee	5
4.1.3 Policy Committee	
4.1.3.1 DDPL-OP-015 Donation Policy	9
5. Financial Report Dated August 31, 2024	12
6. Librarian Reports:	
6.1 Stats Report: July and August 2024	17
6.2 Report to Board: Projects/ Operations	18
7. New Business:	
7.1 Community Feedback Survey	19
8. Correspondence	
9. Closed Session	

10. Adjournment

11. Next Meeting

(DRAFT)

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

July 9, 2024, 4:00 PM

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

Staff Present **Paul Creamer**
 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 May 14, 2024 Minutes

Resolution Number 26-2024

Moved by: Darla Milne

Seconded by: Diane Bonner

That the May 14, 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: Speaker Series will launch again in September beginning with a presentation from Peterborough Police Chief Stuart Betts on Sept 21st. Culture Days planning is well under way, scheduled for Sat Oct 5th; event programming so far includes an art workshop and bus tour of local geographic/ historic sites of interest.

4.1.2 Art Gallery Committee

Verbal report from Tina Fridgen: committee report on gallery mission and vision to be deferred until next meeting.

Verbal report from Maggie Pearson: Gillian Turnham's art show launches today; ca. twenty participants registered for her artist talk to be held September 18th. Debra Brown scheduled to hang show at end of August 2024, with possibility of integrating an artist talk into Culture Days event.

Resolution Number 27-2024

Moved by: Diane Bonner

Seconded by: Darla Milne

That these committee reports be accepted for information

Carried

5. Financial Report Dated June 30 2024

Resolution Number 28-2024

Moved by: Thomas Watt

Seconded by: Diane Bonner

That the financial report be accepted for information

Carried

6. Librarian Reports:

6.1 Stats Report: May & June 2024

6.2 Report to Board: Projects/ Operations

6.3 Report to Board: Expanding Library Services

Board discussion re: logistics of using space at the township office to deliver library programs and services

Resolution Number 29-2024

Moved by: Diane Bonner

Seconded by: Tina Fridgen

That these librarian reports be accepted for information and that,
The CEO schedule a meeting with township staff to discuss space availability in the township offices and report back to the Board

Carried

7. New Business:

7.1 Art Donation

Verbal report from Maggie Pearson: The library recently received two donations of art: first, a single piece from artist David Goyette following his show in the gallery, and second, a ca. twenty-piece collection left in the last will and testament of a community member. Board discussion re: the need for a Donation Policy to guide the library CEO in accepting donations in future.

Resolution Number 30-2024

Moved by: Tina Fridgen

Seconded by: Darla Milne

That the policy committee draft and bring a Donation Policy to the Board for adoption

Carried

8. Adjournment

Resolution Number 31-2024

Moved by: Darla Milne

That the meeting be adjourned at 5:05 PM

Carried

9. Next Meeting:

Tuesday, September 10, 2024 in the Douro-Dummer Public Library

Chair, Georgia Gale Kidd

Secretary, Maggie Pearson

Douro-Dummer Art Gallery Webpage

Douro-Dummer Public Library is also home to a local art gallery. The art gallery is supported by a small group headed by an assigned board member (Tina Fridgen) with administrative support from the library (CEO Maggie Pearson).

We welcome you to visit our art gallery and participate in our events and workshops. Updates about current and upcoming shows will be shared on facebook, in the newsletter, and on this webpage.

On this website:

- Goals of the Douro-Dummer Library Art Gallery
- Gallery Hours
- Current Installation and Artist Information
- Upcoming shows and events
- Archive of past shows and links to local artists
- Artist application form
- Library Art Donations and Gallery funds policy
- Contact information - Gallery sub-committee members

Goals of the Douro-Dummer Library Art Gallery

The goals of the Douro-Dummer Library Art Gallery include, but are not limited to:

- show-casing works of art created by local artists, both amateur and professional, including adults, children and youth.
- creating space for gathering in celebration of local art.
- inspiring creativity in our community and in our youth.
- generating a small amount of income to host gallery openings, free art workshops for the community and to support local art related events run by the library and the friends of the library group.
- optimizing use of municipal space and encouraging new visitors to our public library.

Gallery Hours (Fall 2024):

Enter library hours here.

Current Installation:

Enter info about artist here:

Upcoming Shows and Events (Fall 2024):

Culture Days: Discover Douro-Dummer

Gallery Installation Celebration for Deb Brown:

New Artist Gallery Opening: Nov. John Clemenhage

Archive of past shows and links to local artists

Here is a place where we can list the names of past artists and dates if we know them - linking to their websites from their names.

Example:

2024 (Jan - April) - David Goyette - <https://gallerygoyette.com/>

Artist Application Form:

We are always looking for local artists to display their art in our library. Artists are encouraged to apply to exhibit their art using the following application form (link to artist application form here). Exhibits can last up to 2 months and will receive support organizing a reception for their installation. Information is included in the application form and artists are welcomed to contact us for more information (links to contact content below).

Library Art Donations and Gallery funds policy:

Art donations made to the library will fall under the portfolio of the Art Gallery Subcommittee and funds will be managed with approval of the Library Board.

For more information, see our policy on art donation here (link to a more formal document that could be changed with board approval).

Contact us

Gallery subcommittee:

(lead Board of Governors member) Tina Fridgen (tinafridgen.douro@gmail.com)

(CEO Library) Maggie Pearson (library email here)

Form details:

(information altered from Peterborough Public library form)

Library Art and Exhibits

Required fields are marked with asterisks (*)

The library hosts art exhibits throughout our space for the public to view during open hours. Artists are generally given 2 calendar months for their display, depending on time of year and other exhibits scheduled.

We are always looking for new artists that would like to showcase their work. If you would like to be considered for one of these spots please fill out the form below.

- **Name:**
- **Email address:**
- **Phone number:**
- **How would you prefer to be contacted?**
 - Email
 - Phone
- **What would you like to exhibit at the library?**
 - Paintings or Prints
 - Photography
 - Sculpture
 - Fabric art

- Other
- **Please tell us about your proposed exhibit, including number of works, subject matter, medium, and any other details you would like to share: (Minimum characters: 20)**
- **Please upload up to 5 images that are examples of the work you'd like to exhibit. (Allowed extensions pdf, jpg, jpeg, gif, png, tif)**
- **Is all of the content in your exhibit Family Friendly (not depicting nudity or violence)?**
 - Yes
 - No
- **The library has an art rail hanging system. Wall art must be framed or mounted on stiff backing. Are your works able to hang?**
 - Yes
 - No

Thank you for your interest in an exhibit at the Douro-Dummer Public Library!

Township of Douro-Dummer Public Library

Policy Type: **Operational**

Policy Title: **Donations**

Policy Number: DDPL-OP-015

Policy Approval Date: Adopted September 2024

Date of Next Review: September 2028

Policy Statement: To provide guidelines for the Douro-Dummer Public Library regarding the mandate for accepting donations and gifts to the library

Section 1: Ethics and Definitions

1. The Douro-Dummer Public Library is committed to the highest ethical standards of philanthropy, financial accountability, and development practice as articulated in the *Donor Bill of Rights* (See **Appendix A**).
2. The Canada Revenue Agency defines a donation as a voluntary transfer of property to the library made without the expectation that any benefit will accrue to the donor.
3. All research undertaken by the Library on current and potential donors will be limited to its funding development process and no other purpose. Research methods will respect the individual's right to privacy and information will be acquired only through publicly available sources.

Section 2: Types of Donations

The Library accepts the following types of donations, subject to current library needs:

1. Financial
 - Monetary donations (single or recurring)
 - Friends of the Library fundraising
 - Gifts in Memoriam, of celebration, of sponsorship
 - Planned gifts such as bequests or legacy gifts
 - Property of significant value, such as real estate
2. Material
 - Books and other published print material
 - Audio visual material
 - Art and photographic works
 - Local history material
 - Furniture, equipment, and supplies
 - Toys

3. In-Kind Gifts or Services

Section 3: Acceptance of Donations Process

1. The Library CEO evaluates all donations and accepts those which align with the strategic direction and mandates of the organization.
2. Donations and gifts will become the exclusive property of the Library and must be clear and unencumbered when given. The Library may accept conditions on the use and/or disposition of donations only where it deems the proposed conditions to be reasonable and feasible.
3. While honouring the wishes of donors as appropriate, the Library reserves the right to use the donation in the best interest of the organization, and shall make decisions regarding the application, use, or disposal of all donated materials and funds.

Section 4: Donor Records

1. The Library will maintain records of all donations, the contents of which will be protected by current privacy legislation (*Municipal Freedom of Information and Protection of Privacy Act*), and in accordance with the *Donor Bill of Rights* (See **Appendix A**).
2. Donors' names and contact information will not be sold, leased, rented, or shared in any way with parties outside the Library.

Section 5: Official Receipts for Tax Purposes

1. Donation tax receipts are only available for monetary donations \$25 and over, upon request and in accordance with the Library's charitable status.
2. Receipts for tax purposes may be issued for all qualifying in-kind donations deemed at fair market value. It is the donor's responsibility to provide a written appraisal from a reputable establishment for in-kind donations with fair market value over \$900. Gifts in-kind with a fair market value of less than \$900 need not be accompanied by a professional appraisal; however, the Library reserves the right to require an expert opinion on the value of the gift, at the donor's expense, before issuing a tax receipt.

Section 6: Donation Recognition

1. The Library is pleased to recognize all donations and extend thanks to all donors for their generosity. The Library will strive to acknowledge all gifts within 48 hours by phone or email, and issue thank you letters within 10 working days of receipt of donations.
2. Wherever possible:
 - a) gifts of under \$500 will be personally acknowledged by the CEO; and,
 - b) gifts of over \$500 will be personally acknowledged by the board chair.
3. All donations will be listed in library publications, including the website, as appropriate.

4. The Library respects a donor's right to make an anonymous gift.

Related Documents:

Douro-Dummer Public Library *OP-04 Collection Development Policy*

Appendix A: Donor Bill of Rights

Douro-Dummer Public Library has adopted and adheres to the code of ethics which is contained in the Association of Global Professionals *Donor Bill of Rights*. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the library, we declare that all donors have these rights:

- a) To be informed of the library's mission, vision, and values, of the way the library intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- b) To be informed of the identity of those serving on the library's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- c) To have access to the library's most recent financial statements.
- d) To be assured their gifts will be used for the purposes for which they were given.
- e) To receive appropriate acknowledgement and recognition.
- f) To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- g) To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- h) To feel free to ask questions when donating and to receive prompt, truthful and forthright answers.

*Adapted from Association of Fundraising Professionals – *Donor Bill of Rights*. To use the AFP Donor Bill of Rights, permission is required from AFP – see <https://afpglobal.org/donor-bill-rights>

	TOWNSHIP OF DOURO-DUMMER						
	Library - 1640						
	OPERATING & CAPITAL						
	Saturday, August 31, 2024						
	2023	2023	2023	2024	2024	REMAINING	REMAINING
	Budget	Annual Actual	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
Expenses							
Salaries & Wages:							
00-16-1640-1001 OP-RC-LB-Wages PT	84,257.99	80,300.68	51,841.23	90,801.65	55,528.24	35,273.41	38.80%
00-16-1640-1101 OP-RC-LB-Vacation Pay PT	3,370.32	3,492.58	2,276.20	3,583.67	2,471.25	1,112.42	31.00%
00-16-1640-1201 OP-RC-LB-Stat Pay PT	3,370.32	3,232.01	2,518.83	3,583.67	2,829.33	754.34	21.00%
00-16-1640-2001 OP-RC-LB-CPP PT	4,180.35	4,243.84	2,745.38	4,705.95	2,974.82	1,731.13	36.80%
00-16-1640-2051 OP-RC-LB-EI PT	1,863.79	2,007.22	1,313.76	1,981.77	1,413.53	568.24	28.70%
00-16-1640-2101 OP-RC-LB-EHT PT	1,643.03	1,715.16	1,122.61	1,747.04	1,186.15	560.89	32.10%
00-16-1640-2201 OP-RC-LB-WSIB PT	2,527.74	2,876.40	1,882.68	2,687.75	2,080.30	607.45	22.60%
00-16-1640-2301 OP-RC-LB-OMERS PT	6,017.00	6,303.40	3,912.39	6,757.21	4,839.61	1,917.60	28.40%
Total Salaries & Wages	107,230.54	104,171.29	67,613.08	115,848.71	73,323.23	42,525.48	36.70%
Mileage & Travel:							
00-16-1640-2500 OP-RC-LB-Travel Mileage	260	240.44	82.4	260	122.92	137.08	52.70%
00-16-1640-2601 OP-RC-LB-Membership Fees	500	681.05	600	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	152.64	700	0	700	100.00%
Total Mileage & Travel	2,990.00	2,147.56	975.99	3,090.00	726.42	2,363.58	76.50%
Other Expenses:							
00-16-1640-5340 OP-RC-LB-TCA UT Bldg Imp	2,200.00	2,054.52	37.63	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%
00-16-1640-6330 OP-RC-LB-Amort Bldg	0	3,094.36	0	0	0	0	0

00-16-1640-6340 OP-RC-LB-Amort Bldg Imp	0	2,582.16	0	0	0	0	0	0
00-16-1640-6360 OP-RC-LB-Amort Equip	0	13,889.66	0	0	0	0	0	0
Total Other Expenses	4,200.00	23,467.44	37.63	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	4,945.11	6,000.00	4,852.37	1,147.63	19.10%	
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	840.5	1,000.00	674.31	325.69	32.60%	
00-16-1640-3320 OP-RC-LB-Internet Service	1,000.00	1,334.53	537.66	1,000.00	711.94	288.06	28.80%	
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	3,938.51	4,000.00	3,030.28	969.72	24.20%	
00-16-1640-3900 OP-RC-LB-Other Contracts	600	259.4	150.05	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	16,159.46	21,969.55	15,690.37	6,279.18	28.60%	
Material & Supplies:								
00-16-1640-4100 OP-RC-LB-Paper Supplies	250	43.73	43.73	250	34.55	215.45	86.20%	
00-16-1640-4110 OP-RC-LB-Office Supplies	325	182.64	182.64	325	174.16	150.84	46.40%	
00-16-1640-4111 OP-RC-LB-Cleaning Supplies	250	141.05	195.69	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	345.88	450	122.62	327.38	72.80%	
00-16-1640-4118 OP-RC-LB-Supplies	325	505.32	425.32	325	145.22	179.78	55.30%	
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	94.16	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	1,779.34	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	1,031.85	100	0	100	100.00%	
00-16-1640-4700 OP-RC-LB-Hospitality	50	37.21	27.54	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	521.61	1,100.00	288.21	811.79	73.80%
00-16-1640-4720 OP-RC-LB-Promotional	100	70.1	37.63	100	0	100	100.00%
Total Material & Supplies	6,900.00	6,440.41	5,719.41	7,000.00	4,404.35	2,595.65	37.10%
Repairs & Maintenance:							
00-16-1640-5121 OP-RC-LB-Grounds Maintenance	500	165.06	90.06	500	233.89	266.11	53.20%
00-16-1640-5130 OP-RC-LB-Maint Bldg	2,500.00	1,385.77	303.55	2,500.00	1,330.00	1,170.00	46.80%
00-16-1640-5131 OP-RC-LB-Cleaning	0	923.44	923.44	0	1,221.12	-1,221.12	0
00-16-1640-5140 OP-RC-LB-Maint Bldg Imp	0	15,781.97	0	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	355.94	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	20,308.50	2,729.59	6,104.00	3,351.27	2,752.73	45.10%
Minor Capital:							
00-16-1640-5340 OP-RC-LB-TCA UT Bldg Imp	2,200.00	2,054.52	37.63	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	37.63	4,200.00	2,750.79	1,449.21	34.50%
Other Expenses:							
00-16-1640-7100 OP-RC-LB-Interest	10	29	29	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	29	30	3.19	26.81	89.40%
Investments in TCA:							
05-16-1640-0339 BS-RC-LB-AccAmort Bldg	0	-3,094.36	0	0	0	0	0

05-16-1640-0341 BS-RC-LB-WIP Bldg Imp	0	0	10,107.11	0	0	0	0
05-16-1640-0349 BS-RC-LB-AccAmort Bldg Imp	0	-2,582.16	0	0	0	0	0
05-16-1640-0360 BS-RC-LB-TCA Books/Equip	14,000.00	10,116.18	0	14,154.00	0	14,154.00	100.00%
05-16-1640-0361 BS-RC-LB-WIP Books	0	0	7,777.45	0	8,327.77	-8,327.77	0
05-16-1640-0369 BS-RC-LB-AccAmort Equip	0	-2,777.66	0	0	0	0	0
05-16-1640-0331	0	0	0	0	10,356.10	-10,356.10	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%
<hr/>							
Total Investments in TCA	40,100.00	1,662.00	17,884.56	24,654.00	18,683.87	5,970.13	24.20%
Total Expenses	190,461.02	184,501.28	111,186.35	187,096.26	121,684.28	65,411.98	35.00%
<hr/>							
Revenues							
<hr/>							
Grants:							
00-16-1640-8020 OP-RC-LB-Grants-Provincial	-14,000.00	-2,695.00	0	-14,000.00	0	-14,000.00	100.00%
<hr/>							
Total Grants	-14,000.00	-2,695.00	0	-14,000.00	0	-14,000.00	100.00%
<hr/>							
Permits & Fees:							
00-16-1640-8180 OP-RC-LB-Infractions	-408	-174	-135	-408	-7	-401	98.30%
<hr/>							
Total Permits & Fees	-408	-174	-135	-408	-7	-401	98.30%
<hr/>							
Sales Revenue:							
00-16-1640-8325 OP-RC-LB-Sales Photocopies	-156.06	-83.9	-76.4	-156.06	-57.05	-99.01	63.40%
00-16-1640-8320 OP-RC-LB-Sales	-26.01	0	0	-26.01	0	-26.01	100.00%
<hr/>							
Total Sales Revenue	-182.07	-83.9	-76.4	-182.07	-57.05	-125.02	68.70%
<hr/>							
Other Revenue:							
00-16-1640-8430 OP-RC-LB-Programs	-75	-20	-20	-75	-4.8	-70.2	93.60%
00-16-1640-8880 OP-RC-LB-Other Revenues	-26.01	-504.25	-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	-256.25	-280.5	-388	107.5	-38.30%
Total Other Revenue	-485.55	-806.1	-336.5	-485.55	-471.6	-13.95	2.90%
Total Revenues	-15,075.62	-3,759.00	-547.9	-15,075.62	-535.65	-14,539.97	96.40%
Funding							
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%
Total Transfer From Reserves and Reserve Funds	-26,100.00	0	0	-8,000.00	0	-8,000.00	100.00%
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 Charge	0	0	-127.98	0	0	0	0
Total Transfer to Reserves	0	-8,713.86	-127.98	0	0	0	0
Total Funding	-26,100.00	-8,713.86	-127.98	-8,000.00	0	-8,000.00	100.00%
Total Expenses	190,461.02	184,501.28	111,186.35	187,096.26	121,684.28	65,411.98	35.00%
Total Revenue & Funding	-41,175.62	-12,472.86	-675.88	-23,075.62	-535.65	-22,539.97	97.70%
NET	149,285.40	172,028.42	110,510.47	164,020.64	121,148.63	42,872.01	26.10%

Report to: Douro-Dummer Public Library Board

Subject: Monthly Report – Months of July and August 2024

From: Maggie Pearson, CEO

Dated: September 1st 2024

	May 2023	June 2024	July 2024	August 2024	August 2023
Books	582	507	632		627
Literacy Kits	1	2	1	2	1
Book and CD (Jkit)	4	2	2		2
Audiobooks	2	9	20	16	0
DVDs	20	34	60	39	16
InterLibrary Loans	22	10	10	4	17
Magazines	6	24	12	22	5
Public Computer Usage	24	27	25	44	16
Total Resource Usage (no e-resources)	661	615	762	612	684
Total E-Book usage	455	450	495	466	484
Total resource usage	1,116	1,065	1,257	1,078	1,168
Volunteer hours	43	5	5	7	5
Outreach Contacts	N/A	N/A	N/A	N/A	N/A
Library Visits in Person	208	245	319	306	243
Overdrive users	82	96	100	99	97
Program Attendance	166	83	92	94	131
New Library Patrons	9	5	11	15	9
Library Engagement	508	434	527	514	480

Ongoing Programming:

Storytime and Summer Reading Club ran weekly all summer, Writing Club ran biweekly all summer plus single drop-in programs including the Summer Reading Club Wrap Party

Upcoming Programming: Weekly adult programming resumes for the fall: Italian Club, Crafternoon, FOL Speaker Series. Mid fall launch: Youth Book Club, Home School Club.

Volunteers' projects this month: New adult volunteer with a regular weekly shelving and shelf reading shift

Upcoming holiday hours and staff holidays:

Library Clerk off the weeks of Sept 17 – Oct 15. Shifts to be covered by casual staff and the Library Assistant



Report to: Library Board
From: Maggie Pearson
Date: September 1st, 2024

Synopsis of Report: Monthly Update on Operations and Projects

- Attended July 23rd 2024 Special Council Meeting and following Council Resolution 259-2024, work to replace the library roof began August 26th 2024 and was completed Wednesday September 4th 2024
- Scheduled installation of channel signage for the library building (2024 capital project)
- Managed building water tank maintenance including sensor replacement
- Completed policy review and updated Operations Policy Manual and review schedule to reflect creation of new draft Donation Policy (DDPL-OP-015)
- Facilitated volunteer program training - new adult recruit has been trained on shelving and shelf reading, volunteer policy and procedure
- Scheduled and facilitated Fall 2024 Art Gallery show hanging, including creation of marketing material
- Managed website content and social media accounts, promoting weekly programs and events; created monthly newsletters
- Held seasonal staff meeting, designed program and outreach staff work plans
- Following Board resolution 29-2024, met with C.A.O., Treasurer, and Clerk to assess space availability and storage in Warsaw and township office for library programs/ service expansion
- Met with rural outreach program coordinator at Early ON to discuss logistics of potential partnership and trial program run in Warsaw



LIBRARY PROGRAMS AND SERVICES | COMMUNITY FEEDBACK

What library programming do you and your family find most useful? (circle all that apply)

Storytime

Summer Reading Club

Crafternoon

Speaker Series Presentations

Italian Language Club

LEGO Drop-In

Other Children's Programming (Family Crafts etc.)

Other Adult Programming _____

What other library services are the most useful to you and your household?

What library programming or services do you WISH Douro-Dummer Public Library provided which it currently doesn't?

OVER→

How do you keep up to date with what's happening at the library? (Circle all that apply)

Facebook

Instagram

Library Website

Newsletter

Other _____

What hours are most convenient for you and your family to access the library or attend programs and events?

Mornings (10AM – Noon)

Afternoons (Noon – 3PM)

Evenings (3PM – 7PM)

Is the location of the library convenient to you? If not, where would a library branch be convenient to you and your family?

Other Comments/ Feedback:

THANK YOU!