



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

Tuesday, October 8, 2024, 4:00 p.m.

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1. Call to Order	
2. Disclosure of any Pecuniary Interest	
3. Approval of September 10, 2024 Minutes	1
4. Business Arising from Minutes:	
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9. Closed Session	
10. Adjournment	

## 11. Next Meeting

(DRAFT)

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

**September 10, 2024, 4:00 PM**

**Present**                      **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 4:02 PM

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 July 9, 2024 Minutes

**Resolution Number 32-2024**

Moved by: Tina Fridgen

Seconded by: Diane Bonner

That the July 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: Busy programming season for the Friends of the Library including Speaker Series and Culture Days bus tour and community arts workshop. Potential November 9<sup>th</sup> date for winter/ holiday wreath and arrangement workshop. Marketing (posters, social media) update on all these events.

##### 4.1.2 Art Gallery Committee

Verbal report from Tina Fridgen: current show reception/ artist talk to be embedded in Culture Days. Artist John Climenhage selected for winter (January start) show. Board discussion re: showcasing recent art collection donation and holding a silent auction and promoting donation avenues (including literary angels) during the giving season. Early December suggested. Outline of website content for art gallery presented.

#### **Resolution Number 33-2024**

Moved by: Tina Fridgen

Seconded by: Diane Bonner

That these committee reports be accepted for information and that,  
The Art Gallery Committee and CEO work together to update the Art Gallery portion of the website.

Carried

##### 4.1.3 Policy Committee

##### 4.1.3.1 DDPL-OP-015 Donation Policy

#### **Resolution Number 34-2024**

Moved by: Diane Bonner

Seconded by: Tina Fridgen

That the Donation Policy DDPL-OP-015 be adopted with minor revisions.

Carried

5. Financial Report Dated August 31, 2024

**Resolution Number 35-2024**

Moved by: Diane Bonner

Seconded by: Tina Fridgen

That the financial report be accepted for information.

Carried

6. Librarian Reports:

6.1 Stats Report: July and August 2024

6.2 Report to Board: Projects/ Operations

**Resolution Number 36-2024**

Moved by: Diane Bonner

Seconded by: Tina Fridgen

That the librarian's reports be accepted for information and that,  
The CEO submit a report to the Committee of the Whole for the Board to attend and present.

Carried

7. New Business:

7.1 Community Feedback Survey

**Resolution Number 36-2024**

Moved by: Diane Bonner

Seconded by: Tina Fridgen

That the community feedback survey be administered with minor revisions.

Carried

8. Correspondence

9. Closed Session

10. Adjournment

**Resolution Number 37-2024**

Moved by: Darla Milne

That the meeting be adjourned at 5:01 PM

Carried

11. Next Meeting

Tuesday, October 8<sup>th</sup>, 2024

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Chair, Georgia Gale-Kidd

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Secretary, Maggie Pearson

TOWNSHIP OF DOURO-DUMMER							
Library							
OPERATING & CAPITAL							
Monday, September 30, 2024							
	2023	2023	2023	2024	2024	REMAINING	REMAINING
	Budget	Annual Actual	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
<b>Expenses</b>							
Salaries & Wages:							
00-16-1640-1001 OP-RC-LB-Wages PT	84,257.99	80,300.68	58,526.77	90,801.65	62,131.67	28,669.98	31.60%
00-16-1640-1101 OP-RC-LB-Vacation Pay PT	3,370.32	3,492.58	2,572.60	3,583.67	2,752.76	830.91	23.20%
00-16-1640-1201 OP-RC-LB-Stat Pay PT	3,370.32	3,232.01	2,910.34	3,583.67	3,078.34	505.33	14.10%
00-16-1640-2001 OP-RC-LB-CPP PT	4,180.35	4,243.84	3,101.22	4,705.95	3,337.33	1,368.62	29.10%
00-16-1640-2051 OP-RC-LB-EI PT	1,863.79	2,007.22	1,482.02	1,981.77	1,579.31	402.46	20.30%
00-16-1640-2101 OP-RC-LB-EHT PT	1,643.03	1,715.16	1,266.36	1,747.04	1,325.27	421.77	24.10%
00-16-1640-2201 OP-RC-LB-WSIB PT	2,527.74	2,876.40	2,123.80	2,687.75	2,324.27	363.48	13.50%
00-16-1640-2301 OP-RC-LB-OMERS PT	6,017.00	6,303.40	4,420.43	6,757.21	5,446.33	1,310.88	19.40%
Total Salaries & Wages	107,230.54	104,171.29	76,403.54	115,848.71	81,975.28	33,873.43	29.20%
Mileage & Travel:							
00-16-1640-2500 OP-RC-LB-Travel Mileage	260	240.44	137.54	260	141.83	118.17	45.50%
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	405	295	42.10%
Total Mileage & Travel	2,990.00	2,147.56	1,031.13	3,090.00	1,150.33	1,939.67	62.80%
Other Expenses:							
00-16-1640-5340 OP-RC-LB-TCA UT Bldg Imp	2,200.00	2,054.52	586.12	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
00-16-1640-6360 OP-RC-LB-Amort Equip	0	13,889.66	0	0	0	0	0
<b>Total Other Expenses</b>	<b>4,200.00</b>	<b>23,467.44</b>	<b>586.12</b>	<b>4,200.00</b>	<b>2,750.79</b>	<b>1,449.21</b>	<b>34.50%</b>
<b>Contracted Services:</b>							
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	5,342.96	6,000.00	5,225.76	774.24	12.90%
00-16-1640-3220 OP-RC-LB-Security	350	174.43	174.43	350	0	350	100.00%
00-16-1640-3300 OP-RC-LB-Telephones	1,000.00	1,228.58	936.59	1,000.00	867.18	132.82	13.30%
00-16-1640-3320 OP-RC-LB-Internet Service	1,000.00	1,334.53	671.91	1,000.00	860.5	139.5	14.00%
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	6,000.68	4,000.00	3,030.28	969.72	24.20%
00-16-1640-3900 OP-RC-LB-Other Contracts	600	259.4	171.92	600	152.64	447.36	74.60%
00-16-1640-3800 OP-RC-LB-Audit Fees	1,100.00	0	0	1,100.00	0	1,100.00	100.00%
<b>Total Contracted Services</b>	<b>18,806.48</b>	<b>22,373.82</b>	<b>18,894.52</b>	<b>21,969.55</b>	<b>16,557.83</b>	<b>5,411.72</b>	<b>24.60%</b>
<b>Material &amp; Supplies:</b>							
00-16-1640-4100 OP-RC-LB-Paper Supplies	250	43.73	43.73	250	101.46	148.54	59.40%
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	181.6	268.4	59.60%
00-16-1640-4118 OP-RC-LB-Supplies	325	505.32	461.32	325	280.9	44.1	13.60%
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	239.36	85.64	26.40%
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	1,959.69	1,530.00	1,809.51	-279.51	-18.30%
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	483.36	100	0	100	100.00%
00-16-1640-4700 OP-RC-LB-Hospitality	50	37.21	27.54	50	28.69	21.31	42.60%
00-16-1640-4710 OP-RC-LB-Special Events	125	92.87	22.39	125	18	107	85.60%



00-16-1640-4711 OP-RC-LB-Programs	1,100.00	911.19	692.63	1,100.00	400.65	699.35	63.60%
00-16-1640-4720 OP-RC-LB-Promotional	100	70.1	37.63	100	0	100	100.00%
<b>Total Material &amp; Supplies</b>	<b>6,900.00</b>	<b>6,440.41</b>	<b>5,558.29</b>	<b>7,000.00</b>	<b>4,970.29</b>	<b>2,029.71</b>	<b>29.00%</b>
<b>Repairs &amp; Maintenance:</b>							
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	1,513.17	986.83	39.50%
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	1,101.58	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	175.47	1,424.53	89.00%
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%
<b>Total Repairs &amp; Maintenance</b>	<b>6,004.00</b>	<b>20,308.50</b>	<b>2,774.57</b>	<b>6,104.00</b>	<b>3,621.92</b>	<b>2,482.08</b>	<b>40.70%</b>
<b>Minor Capital:</b>							
00-16-1640-5340 OP-RC-LB-TCA UT Bldg Imp	2,200.00	2,054.52	586.12	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%
<b>Total Minor Capital</b>	<b>4,200.00</b>	<b>3,901.26</b>	<b>586.12</b>	<b>4,200.00</b>	<b>2,750.79</b>	<b>1,449.21</b>	<b>34.50%</b>
<b>Other Expenses:</b>							
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%
<b>Total Other Expenses</b>	<b>30</b>	<b>29</b>	<b>29</b>	<b>30</b>	<b>3.19</b>	<b>26.81</b>	<b>89.40%</b>
<b>Investments in TCA:</b>							
05-16-1640-0331 BS-RC-LB-WIP Bldg	0	0	0	0	29,870.60	-29,870.60	0

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	14,206.72	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	9,062.67	0	9,040.33	-9,040.33	0
05-16-1640-0369 BS-RC-LB-AccAmort Equip	0	-2,777.66	0	0	0	0	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%
Total Investments in TCA	40,100.00	1,662.00	23,269.39	24,654.00	38,910.93	-14,256.93	-57.80%
<b>Total Expenses</b>	<b>190,461.02</b>	<b>184,501.28</b>	<b>129,132.68</b>	<b>187,096.26</b>	<b>152,691.35</b>	<b>34,404.91</b>	<b>18.40%</b>
<b>Revenues</b>							
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%
Total Grants	-14,000.00	-2,695.00	0	-14,000.00	0	-14,000.00	100.00%
Permits & Fees:							
00-16-1640-8180 OP-RC-LB-Infractions	-408	-174	-174	-408	-7	-401	98.30%
Total Permits & Fees	-408	-174	-174	-408	-7	-401	98.30%
Sales Revenue:							
00-16-1640-8325 OP-RC-LB-Sales Photocopies	-156.06	-83.9	-83.9	-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%
Total Sales Revenue	-182.07	-83.9	-83.9	-182.07	-57.05	-125.02	68.70%
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	-444	417.99	-1607.00%
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	-281.85	-280.5	-388	107.5	-38.30%
Total Other Revenue	-485.55	-806.1	-362.1	-485.55	-915.6	430.05	-88.60%
<b>Total Revenues</b>	<b>-15,075.62</b>	<b>-3,759.00</b>	<b>-620</b>	<b>-15,075.62</b>	<b>-979.65</b>	<b>-14,095.97</b>	<b>93.50%</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%
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 Charg	0	0	-127.98	0	0	0	0
Total Transfer to Reserves	0	-8,713.86	-127.98	0	0	0	0
<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	129,132.68	187,096.26	152,691.35	34,404.91	18.40%
Total Revenue & Funding	-41,175.62	-12,472.86	-747.98	-23,075.62	-979.65	-22,095.97	95.80%
NET	149,285.40	172,028.42	128,384.70	164,020.64	151,711.70	12,308.94	7.50%

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

**Subject:** Monthly Report – September 2024

**From:** Maggie Pearson, CEO

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

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	July 2024	August 2024	September 2024	September 2023
Books	632	612	501	449
Literacy Kits	1	2	2	2
Book and CD (Jkit)	2	1	1	0
Audiobooks	20	16	11	3
DVDs	60	39	30	10
InterLibrary Loans	10	4	19	15
Magazines	12	22	17	12
Public Computer Usage	25	44	42	35
Total Resource Usage (no e-resources)	762	740	623	526
Total E-Book usage	495	466	419	505
Total resource usage	<b>1,257</b>	<b>1,206</b>	<b>1,042</b>	<b>1,031</b>
Volunteer hours	5	7	17	7
Outreach Contacts	N/A	N/A	N/A	N/A
Library Visits in Person	319	306	254	201
Overdrive users	100	99	94	96
Program Attendance	92	94	72	59
New Library Patrons	11	15	3	5
Library Engagement	<b>527</b>	<b>514</b>	<b>440</b>	<b>368</b>

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**Ongoing Programming:**

Weekly Storytime, Weekly Family Craft Drop-In, Monthly Homeschool Club, Biweekly Writing Club, Monthly Youth Book Club; regular class visits resuming with the school year

**Upcoming Programming:** Friends of the Library Culture Days, Holiday Arrangement Workshop

**Volunteers' projects this month:** Weekly shelving and shelf reading volunteer shift

**Upcoming holiday hours and staff holidays:**

Thanksgiving will not affect Library Service Hours



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

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

- Ontario is changing the platform through which all libraries complete borrower and lender requests for interlibrary loans. Completing admin training for platform migration; configuring new accounts and system, facilitating staff training
  
- Attended regional CEO networking meeting and policy workshop facilitated by the Ontario Library Service; OLS Training session Navigating Public Library Finances Part 2: The Nuts and Bolts
  
- Managed website content and social media accounts, promoting weekly programs and events; created monthly newsletters
  
- Held seasonal staff meeting, designed program and staff work plans
  
- Managed facilities maintenance including completion of capital project channel lettering signage, furnace maintenance
  
- Administered Community Feedback Survey
  
- Conducting review of licensing, subscription use in advance of provincial and supplemental licensing renewal



# ACTION PLAN for 2023/24

FOR THE DOURO-DUMMER PUBLIC LIBRARY BOARD AND CEO

GOALS	OUTCOMES	LEAD PARTY	EXPECTED TIMING	STATUS
<p>1. Improve service to community</p>	<p>1.1. Assess consistency of program delivery, community survey</p> <p>1.2. Develop internal and community partnerships: Early Years Centre, PNL, Ptbo County Hubs, Hospice, Activity Haven, and others</p> <p>1.3. Increase staff capacity through increased staff hours</p>	<p>CEO and Board</p>	<p>1.1. Fall 2024</p> <p>1.2. Fall 2023, Winter 2024</p> <p>1.3. Fall 2023, Fall 2024</p>	<p>1.1. Community Feedback Survey implemented September through October 2024</p> <p>1.2. Ongoing</p> <p>1.3. Ongoing</p>

*As at October 2024*



# ACTION PLAN for 2023/24

FOR THE DOURO-DUMMER PUBLIC LIBRARY BOARD AND CEO

2. Improve library space	<p>2.1. Repair drywall, paint office, hallway, public washroom, foyer, circulation, non-fiction section</p> <p>2.2. Reorganize non-fiction section to invite more use</p> <p>2.3. Assess/ replace furniture</p> <p>2.4. Expand/ increase program space and improve flexibility</p>	CEO	<p>2.1. Spring 2023</p> <p>2.2. Spring 2023</p> <p>2.3. Fall 2023</p> <p>2.4. Fall 2024</p>	<p>2.1. Completed May 2023</p> <p>2.2. Completed May 2023</p> <p>2.3. Funding received June 2023; chairs replaced Spring 2024</p> <p>2.4.</p>

*As at October 2024*



# ACTION PLAN for 2023/24

FOR THE DOURO-DUMMER PUBLIC LIBRARY BOARD AND CEO

<p>3. Improve community access to internet and technology services</p>	<p>3.1. Reorganize computer lab to improve user experience</p> <p>3.2. Purchase new patron computers (3<sup>rd</sup> and 4<sup>th</sup> public access stations for computer lab)</p> <p>3.3. Market highspeed broadband</p>	<p>CEO and Board</p>	<p>3.1. Spring 2023</p> <p>3.2. Summer 2023</p> <p>3.3. After high</p>	<p>3.1. Completed May 2023</p> <p>3.2. Funding for 3 public access stations received June 2023</p> <p>Computers purchased, installation completed Winter 2024</p> <p>3.3. Community Network Partner</p>
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*As at October 2024*





# ACTION PLAN for 2023/24

FOR THE DOURO-DUMMER PUBLIC LIBRARY BOARD AND CEO

			speed connecti on installed	connected DDPL late fall 2023
	3.4. Create outdoor space for high speed wifi use		3.4. 2024	3.4. Ongoing
4. Be a key partner within the municipality	4.1. Attend committee of the whole meetings	CEO and Board	4.1. Quarterly	4.1. Regular departmental reports submitted quarterly to C.O.W.
	4.2. Become integrated into municipal service plan where appropriate		4.2. ?	4.2. Ongoing

*As at October 2024*



# ACTION PLAN for 2023/24

FOR THE DOURO-DUMMER PUBLIC LIBRARY BOARD AND CEO

5. Complete policy review	5.1. Develop review schedule  5.2. Track review, report to Board  5.3. Make policies accessible on library website	CEO & Policy Committee	5.1. May 2023  5.2. Monthly  5.3. 2024	5.1. Completed (included in Foundation Documents Policy)  5.2. Ongoing  5.3. Ongoing



*As at October 2024*

# Expanding Library Programs & Services

Branching out from Douro to Dummer



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GOALS	OUTCOMES	LEAD PARTY	EXPECTED TIMING	STATUS
1. Improve service to community	1.1. Assess consistency of program delivery, community survey	CEO and Board	1.1. Fall 2024	1.1. Community Feedback Survey implemented September through October 2024
	1.2. Develop internal and community partnerships: Early Years Centre, PNLIP, Ptbo County Hubs, Hospice, Activity Haven, and others		1.2. Fall 2023, Winter 2024	1.2. Ongoing
	1.3. Increase staff capacity through increased staff hours		1.3. Fall 2023, Fall 2024	1.3. Ongoing

# Why branch out?

- Make library programs and services more accessible to community members who aren't well-served by the Douro location
- Target community members in Dummer, and all township ratepayers who come through the office
- Grow as the population of the township grows
- Contribute to community hub model, where municipal service staff and library service staff can refer to each other
- Fulfil current guidelines and follow best practice for the role of the public library in rural Ontario

# Library's role in rural sustainability and community well-being

- **Provide Equitable Access:** for all residents to quality information through connectivity and comprehensive online resources and databases
- **Facilitate the Delivery of Government Services:** as a local access point in the community providing trained staff, connectivity, and navigational assistance
- **Function as a Community Hub:** by locating library facilities in existing village and town clusters or rural service centres to maximize opportunities for co-locations and community

# What's to gain?

Library programs and services can support and complement the municipality's strategic pillars:

1. "Promote our township through story-telling about who we are, what we do, and our brand identity"
2. "Continue to modernize and improve services, processes, and outcomes for our community"
3. "Maintain a document management and retention system with a focus on public accessibility"

# Growth from 2022-2024

**2022**

Active Library Users:  
457

Resources Circulated:  
12, 124

Typical Weekly  
Visitors: 58

**2023**

Active Library Users:  
612

Resources Circulated:  
14, 029

Typical Weekly  
CURRENT Active Users:  
Visitors: 135



# Annual Program Attendees



2022:

740

2023:

1,643





# Guidelines for facilities

## Small branches

Generally serve catchment areas of **up to 5,000 population** as determined by each system.

## Medium branches

Generally serve catchment areas of **5,000-10,000 population** as determined by each system.

## Large branches

Generally serve catchment areas of **10,000-35,000 population** as determined by each system.

## Urban branches

Generally serve catchment area of **35,000 or more population** as determined by each system.

	Small	Medium	Large	Urban
Net library space square footage (s.f.)	2,500 – 5,000	5,000 – 10,000	10,000 – 35,000	35,000+

# Guidelines for hours of operation

	Small	Medium	Large	Urban
Hours of operation per week	20-25 over 4 days per week	25-45 over 5 days per week	45-65 over 6-7 days per week	65 + over 7 days per week

# Guidelines for staff

	Small	Medium	Large	Urban
Staff complement (FTE)	1 – 2.5	2.5 – 5	5 – 17.5	17.5 +
Qualifications of Branch Supervisor	Library competency, e.g. post-secondary plus EXCEL, Library Techniques	Professional Librarian and APLL or other public administration certification	Professional Librarian and APLL or other public administration certification	Professional Librarian and APLL or other public administration certification

# Community Feedback

Survey still in progress

Highlights so far:

Location in Warsaw - especially for book drop/  
pick up

Highest Valued Services:

- Interlibrary loan
- Internet and computer access
- New books

Programs highly valued - more space for programs



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	1.3. Increase staff capacity through increased staff hours		1.3. Fall 2023, Fall 2024	1.3. Ongoing



# Opportunities

- Utilization of storage space beside Hall in township office for mobile shelving, program supplies

- Allocation of space in the Warsaw township office building for pop up or permanent delivery of library programs and services

- Delivery of programming in partnership



THANK YOU!