



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

Tuesday, November 12, 2024, 4:00 p.m.

	Pages
1. Call to Order	
2. Disclosure of any Pecuniary Interest	
3. Approval of October 8, 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. Financial Reports:	
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8. Correspondence:	

9. Closed Session:

10. Adjournment

11. Next Meeting:

(DRAFT)

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

October 8, 2024, 4:00 PM

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

Staff Present **Jijo Joshy**
 Maggie Pearson

1. Call to Order

With a quorum of the Board being present, the Secretary called the meeting to order at 4:01 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 September 10, 2024 Minutes

Resolution Number 38-2024

Moved by: Darla Milne

Seconded by: Tom Watt

That the September 10, 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: Update on Speaker Series programming and debrief on Culture Days community arts workshop and bus tour. November programming will include a wreath making/ holiday arrangement workshop followed by a community potluck.

4.1.2 Art Gallery Committee

Verbal Report from Tina Fridgen: Announcement that Debra Brown will join art gallery committee. Artist schedule for upcoming gallery shows will now include Paul Neubert for the winter show, followed by John Climenhage for the spring. Committee members and Library CEO implementing changes into art gallery portion of library website this month. Summary of options for upcoming silent auction outlined by committee.

Resolution Number 39-2024

Moved by: Darla Milne

Seconded by: Diane Bonner

That these committee reports be accepted for information.

Carried

5. Financial Report Dated September 30, 2024

Resolution Number 40-2024

Moved by: Tina Fridgen

Seconded by: Diane Bonner

That the financial report be accepted for information.

Carried

6. Librarian Reports:

6.1 Stats Report: September 2024

6.2 Report to Board: Projects/ Operations

Resolution Number 41-2024

Moved by: Tina Fridgen

Seconded by: Tom Watt

That the Librarian reports be accepted for information.

Carried

7. New Business:

7.1 Action Plan dated October 1, 2024

7.2 Expanding Library Services

Resolution Number 42-2024

Moved by: Tom Watt

Seconded by: Tina Fridgen

That the library CEO further explore opportunities with township staff re: available space in the township suitable for library services and report back to the Board.

Carried

8. Correspondence

9. Closed Session

10. Adjournment

Resolution Number 44-2024

Moved by: Tina Fridgen

That the meeting be adjourned at 5:05 PM

Carried

11. Next Meeting

Tuesday November 12th, 2024

Chair, Georgia Gale-Kidd

Secretary, Maggie Pearson

2025 Library Operating Budget - Draft as at November 12, 2024

	2024 Budget	2024 Actuals - YTD	2025 Budget - Draft	Change (\$)	Change (%)	Notes
Expenses						
Salaries and Wages	\$96,758.99	\$71,372.31	\$106,769.49	\$10,010.50	10.3%	The increase to salaries and wages reflect a currently projected cost of living adjustment of 2.4% and additional costs for a Township employee to clean/maintain the facility twice a week for three hours.
Salaries and Wage Deductions	\$17,879.72	\$14,739.36	\$19,590.22	\$1,710.50	9.6%	
Travel and Training						
2500 - Travel Mileage	\$260.00	\$141.83	\$260.00	\$0.00	0.0%	
2601 - Membership Fees	\$600.00	\$450.00	\$640.00	\$40.00	6.7%	
2602 - Conference Expenses	\$1,530.00	\$153.50	\$1,530.00	\$0.00	0.0%	
2603 - Training	\$700.00	\$405.00	\$700.00	\$0.00	0.0%	
Travel and Training Total	\$3,090.00	\$1,150.33	\$3,130.00	\$40.00	1.3%	
Contracted Services						
3100 - Heat	\$3,600.00	\$1,791.51	\$3,600.00	\$0.00	0.0%	
3110 - Hydro	\$6,000.00	\$5,225.76	\$6,000.00	\$0.00	0.0%	
3220 - Security	\$350.00	\$0.00	\$350.00	\$0.00	0.0%	
3300 - Telephone	\$1,000.00	\$867.18	\$1,000.00	\$0.00	0.0%	
3320 - Internet Service	\$1,000.00	\$860.50	\$1,000.00	\$0.00	0.0%	
3400 - Insurance	\$4,319.55	\$4,629.96	\$5,092.96	\$773.41	17.9%	Increase based on current estimates.
3500 - Licensing	\$4,000.00	\$3,030.28	\$6,000.00	\$2,000.00	50.0%	To reflect cost increases and also moved some budget from account 5180.
3900 - Other Contracts	\$600.00	\$152.64	\$600.00	\$0.00	0.0%	
3800 - Audit Fees	\$1,100.00	\$0.00	\$1,100.00	\$0.00	0.0%	
Contracted Services Total	\$21,969.55	\$16,557.83	\$24,742.96	\$2,773.41	12.6%	
Materials and Supplies						
4100 - Paper Supplies	\$250.00	\$101.46	\$250.00	\$0.00	0.0%	
4111 - Cleaning Supplies	\$250.00	\$190.06	\$250.00	\$0.00	0.0%	
4113 - Computer Supplies	\$110.00	\$30.46	\$110.00	\$0.00	0.0%	
4118 - Supplies	\$325.00	\$280.90	\$325.00	\$0.00	0.0%	
4119 - Printer Supplies	\$600.00	\$343.95	\$600.00	\$0.00	0.0%	
4200 - Freight & Delivery	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	
4210 - Postage	\$325.00	\$239.36	\$325.00	\$0.00	0.0%	
4300 - Advertising	\$510.00	\$321.49	\$510.00	\$0.00	0.0%	
4400 - Reproduction	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	
4410 - Subscriptions	\$1,530.00	\$1,809.51	\$1,530.00	\$0.00	0.0%	
4600 - Material	\$100.00	\$0.00	\$100.00	\$0.00	0.0%	
4700 - Hospitality	\$50.00	\$28.69	\$50.00	\$0.00	0.0%	
4710 - Special Events	\$125.00	\$18.00	\$125.00	\$0.00	0.0%	

*2024 Year to Date (YTD) Actuals are shown until end of September but do not fully capture 2024 revenues as delays can occur with the receipt and subsequent payment of invoices.

2025 Library Operating Budget - Draft as at November 12, 2024

	2024 Budget	2024 Actuals - YTD	2025 Budget - Draft	Change (\$)	Change (%)	Notes
4720 - Promotional	\$100.00	\$0.00	\$100.00	\$0.00	0.0%	
4711 - Programs	\$1,100.00	\$400.65	\$1,100.00	\$0.00	0.0%	
Materials and Supplies Total	\$7,000.00	\$4,970.29	\$7,000.00	\$0.00	0.0%	
Repairs and Maintenance						
5121 - Grounds Maintenance	\$500.00	\$233.89	\$500.00	\$0.00	0.0%	
5130 - Maint Bldg	\$2,500.00	\$1,513.17	\$2,500.00	\$0.00	0.0%	
5140 - Maint Bldg Imp	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	
5160 - Maint Equip	\$250.00	\$0.00	\$250.00	\$0.00	0.0%	
5162 - Fire Extinguisher Maint	\$50.00	\$0.00	\$50.00	\$0.00	0.0%	
5170 - Maint CompHw	\$1,000.00	\$478.27	\$1,000.00	\$0.00	0.0%	
5180 - Maint CompSw	\$1,600.00	\$175.47	\$1,000.00	-\$600.00	-37.5%	
5131 - Cleaning	\$0.00	\$1,221.12	\$0.00	\$0.00	0.0%	
Repairs and Maintenance Total	\$5,900.00	\$3,621.92	\$5,300.00	-\$600.00	-10.2%	
Other Expenses						
7010 - Financial Fees	\$20.00	\$0.00	\$20.00	\$0.00	0.0%	
Other Expenses Total	\$20.00	\$0.00	\$20.00	\$0.00	0.0%	
Interest Expense						
7100 - Interest	\$10.00	\$3.19	\$10.00	\$0.00	0.0%	
Interest Expense Total	\$10.00	\$3.19	\$10.00	\$0.00	0.0%	
Internal Rental Recoveries						
5198 - Internal Rentals	\$204.00	\$0.00	\$204.00	\$0.00	0.0%	
Internal Rental Recoveries Total	\$204.00	\$0.00	\$204.00	\$0.00	0.0%	
Minor Capital Expenses						
5360 - TCA UT Equip	\$500.00	\$358.45	\$500.00	\$0.00	0.0%	
5380 - TCA UT CompSW	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	
5370 - TCA UT CompHw	\$1,500.00	\$1,145.78	\$1,500.00	\$0.00	0.0%	
5340 - TCA UT Bldg Imp	\$2,200.00	\$1,246.56	\$2,200.00	\$0.00	0.0%	
Minor Capital Expenses Total	\$4,200.00	\$2,750.79	\$4,200.00	\$0.00	0.0%	
Expenses Total	\$157,032.26	\$115,166.02	\$170,966.67	\$13,934.41	8.9%	
Revenues						
Other Revenues						
8880 - Other Revenues	-\$26.01	-\$444.00	-\$26.01	\$0.00	0.0%	
8900 - Donations	-\$280.50	-\$388.00	-\$280.50	\$0.00	0.0%	
8180 - Infractions	-\$408.00	-\$7.00	-\$408.00	\$0.00	0.0%	

*2024 Year to Date (YTD) Actuals are shown until end of September but do not fully capture 2024 revenues as delays can occur with the receipt and subsequent payment of invoices.

2025 Library Operating Budget - Draft as at November 12, 2024

	2024 Budget	2024 Actuals - YTD	2025 Budget - Draft	Change (\$)	Change (%)	Notes
8320 - Sales	-\$26.01	\$0.00	-\$26.01	\$0.00	0.0%	
8325 - Sales Photocopies	-\$156.06	-\$57.05	-\$156.06	\$0.00	0.0%	
8323 - Sale Art	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	
8430 - Programs	-\$75.00	-\$4.80	-\$75.00	\$0.00	0.0%	
8890 - Fund Raising	-\$104.04	-\$78.80	-\$104.04	\$0.00	0.0%	
Other Revenues Total	-\$1,075.62	-\$979.65	-\$1,075.62	\$0.00	0.0%	
Revenues Total	-\$1,075.62	-\$979.65	-\$1,075.62	\$0.00	0.0%	
Grand Total	\$155,957	\$114,186.37	\$169,891.05	\$13,934	8.9%	

*2024 Year to Date (YTD) Actuals are shown until end of September but do not fully capture all 2024 revenues as delays can occur with the receipt and subsequent payment of invoices.

TOWNSHIP OF DOURO-DUMMER							
Library							
OPERATING & CAPITAL							
Thursday, October 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	64,547.11	89,591.65	71,974.61	17,617.04	19.70%
00-16-1640-1101 OP-RC-LB-Vacation Pay PT	3,370.32	3,492.58	2,834.62	3,583.67	3,174.26	409.41	11.40%
00-16-1640-1201 OP-RC-LB-Stat Pay PT	3,370.32	3,232.01	3,232.01	3,583.67	3,424.72	158.95	4.40%
00-16-1640-2001 OP-RC-LB-CPP PT	4,180.35	4,243.84	3,427.55	4,705.95	3,856.42	849.53	18.10%
00-16-1640-2051 OP-RC-LB-EI PT	1,863.79	2,007.22	1,632.70	1,981.77	1,825.90	155.87	7.90%
00-16-1640-2101 OP-RC-LB-EHT PT	1,643.03	1,715.16	1,395.13	1,747.04	1,532.18	214.86	12.30%
00-16-1640-2201 OP-RC-LB-WSIB PT	2,527.74	2,876.40	2,339.75	2,687.75	2,687.16	0.59	0.00%
00-16-1640-2301 OP-RC-LB-OMERS PT	6,017.00	6,303.40	4,959.06	6,757.21	6,334.92	422.29	6.20%
Total Salaries & Wages	107,230.54	104,171.29	84,367.93	114,638.71	94,810.17	19,828.54	17.30%
Professional Development and Memberships:							
00-16-1640-2500 OP-RC-LB-Travel Mileage	260	240.44	155.92	260	141.83	118.17	45.50%
00-16-1640-2601 OP-RC-LB-Membership Fees	500	681.05	681.05	600	545	55	9.20%
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 Professional Development and Memberships	2,990.00	2,147.56	1,130.56	3,090.00	1,245.33	1,844.67	59.70%
Advertising and Special Events:							
00-16-1640-4300 OP-RC-LB-Advertising	510	66	66	510	321.49	188.51	37.00%
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	742.47	357.53	32.50%

00-16-1640-4720 OP-RC-LB-Promotional	100	70.1	37.63	100	0	100	100.00%
Total Advertising and Special Events	1,885.00	1,177.37	846.19	1,885.00	1,110.65	774.35	41.10%
Office Equipment and Supplies:							
00-16-1640-4100 OP-RC-LB-Paper Supplies	250	43.73	43.73	250	131.94	118.06	47.20%
00-16-1640-4110 OP-RC-LB-Office Supplies	325	182.64	182.64	325	174.16	150.84	46.40%
00-16-1640-4113 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%
00-16-1640-4119 OP-RC-LB-Printer Supplies	600	393.81	242.19	600	343.95	256.05	42.70%
00-16-1640-4210 OP-RC-LB-Postage	325	225.44	106.38	325	312.67	12.33	3.80%
00-16-1640-4410 OP-RC-LB-Subscriptions	1,530.00	1,993.60	1,959.69	1,530.00	1,879.34	-349.34	-22.80%
00-16-1640-4430 OP-RC-LB-Films/Videos	750	850	850	850	850	0	0
Total Office Equipment and Supplies	4,340.00	4,056.44	3,745.75	4,440.00	3,904.12	535.88	12.10%
Materials and Supplies:							
00-16-1640-4118 OP-RC-LB-Supplies	325	505.32	461.32	325	306.56	18.44	5.70%
00-16-1640-4600 OP-RC-LB-Materials	100	560.23	483.36	100	0	100	100.00%
00-16-1640-4711 OP-RC-LB-Programs	1,100.00	911.19	692.63	1,100.00	742.47	357.53	32.50%
Total Materials and Supplies	1,525.00	1,976.74	1,637.31	1,525.00	1,049.03	475.97	31.20%
Building Maintenance and Repairs:							
00-16-1640-4111 OP-RC-LB-Cleaning Supplies	250	141.05	195.69	250	190.06	59.94	24.00%
00-16-1640-5121 OP-RC-LB-Grounds Maintenance	500	165.06	90.06	500	778.99	-278.99	-55.80%
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	2,645.76	-2,645.76	0
00-16-1640-5140 OP-RC-LB-Maint Bldg Imp	0	15,781.97	0	0	0	0	0
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%
Total Building Maintenance and Repairs	5,450.00	20,451.81	2,098.86	5,450.00	6,374.54	-924.54	-17.00%

Utilities:							
00-16-1640-3100 OP-RC-LB-Heat	3,600.00	2,957.71	2,096.32	3,600.00	2,105.71	1,494.29	41.50%
00-16-1640-3110 OP-RC-LB-Hydro	4,000.00	6,660.07	5,754.66	6,000.00	5,623.76	376.24	6.30%
00-16-1640-3300 OP-RC-LB-Telephones	1,000.00	1,228.58	1,032.88	1,000.00	962.45	37.55	3.80%
00-16-1640-3320 OP-RC-LB-Internet Service	1,000.00	1,334.53	671.91	1,000.00	1,009.06	-9.06	-0.90%
Total Utilities	9,600.00	12,180.89	9,555.77	11,600.00	9,700.98	1,899.02	16.40%
Equipment Purchases and Maintenance:							
00-16-1640-5162 OP-RC-LB-Fire Extinguisher Maint	50	152.49	0	50	0	50	100.00%
00-16-1640-5360 OP-RC-LB-TCA UT Equip	500	0	0	500	358.45	141.55	28.30%
00-16-1640-5160 OP-RC-LB-Maint Equip	250	0	0	250	0	250	100.00%
Total Equipment Purchases and Maintenance	800	152.49	0	800	358.45	441.55	55.20%
Computer Hardware and Software:							
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	219.21	1,380.79	86.30%
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 Computer Hardware and Software	4,000.00	3,673.14	1,457.52	4,100.00	1,843.26	2,256.74	55.00%
Contracted Services:							
00-16-1640-3220 OP-RC-LB-Security	350	174.43	174.43	350	0	350	100.00%
00-16-1640-3500 OP-RC-LB-Licensing	4,000.00	6,000.68	6,000.68	4,000.00	3,106.60	893.4	22.30%
00-16-1640-3900 OP-RC-LB-Other Contracts	600	259.4	193.79	600	228.96	371.04	61.80%
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	6,050.00	6,434.51	6,368.90	6,050.00	3,335.56	2,714.44	44.90%
Financial Fees and Expenses:							

00-16-1640-7100 OP-RC-LB-Interest	10	29	29	10	6.37	3.63	36.30%
00-16-1640-7010 OP-RC-LB-Financial Fees	20	0	0	20	0	20	100.00%
Total Financial Fees and Expenses	30	29	29	30	6.37	23.63	78.80%
Insurance:							
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%
Total Insurance	3,156.48	3,758.42	3,758.42	4,319.55	4,629.96	-310.41	-7.20%
Interest Expense:							
00-16-1640-7100 OP-RC-LB-Interest	10	29	29	10	6.37	3.63	36.30%
Total Interest Expense	10	29	29	10	6.37	3.63	36.30%
Total Expenses	147,067.02	160,238.66	115,025.21	157,938.26	128,374.79	29,563.47	18.70%
Revenues							
Donations and Fundraising:							
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 Donations and Fundraising	-384.54	-281.85	-281.85	-384.54	-466.8	82.26	-21.40%
Grants							
Infractions:							
00-16-1640-8180 OP-RC-LB-Infractions	-408	-174	-174	-408	-7	-401	98.30%
Total Infractions	-408	-174	-174	-408	-7	-401	98.30%
Other Revenues:							
00-16-1640-8325 OP-RC-LB-Sales Photocopies	-156.06	-83.9	-83.9	-156.06	-57.05	-99.01	63.40%

00-16-1640-8880 OP-RC-LB-Other Revenues	-26.01	-504.25	-60.25	-26.01	-444	417.99	-1607.00%
00-16-1640-8320 OP-RC-LB-Sales	-26.01	0	0	-26.01	0	-26.01	100.00%
Total Other Revenues	-208.08	-588.15	-144.15	-208.08	-501.05	292.97	-140.80%
Program Revenue:							
00-16-1640-8430 OP-RC-LB-Programs	-75	-20	-20	-75	-4.8	-70.2	93.60%
Total Program Revenue	-75	-20	-20	-75	-4.8	-70.2	93.60%
Total Revenues	-1,075.62	-1,064.00	-620	-1,075.62	-979.65	-95.97	8.90%
Operating Reserve Transfers							
Internal Transfers							
Transfer to Capital:							
00-16-1640-5198 OP-RC-LB-Internal Rentals	204	73.37	0	204	0	204	100.00%
Total Transfer to Capital	204	73.37	0	204	0	204	100.00%
Total Internal Transfers	204	73.37	0	204	0	204	100.00%
NET	146,195.40	159,248.03	114,405.21	157,066.64	127,395.14	29,671.50	18.90%



Report to: Library Board
From: Maggie Pearson
Date: November 5th, 2024

Synopsis of Report:

An outline of 2025 budget items that correspond to the Township of Douro-Dummer Public Library Board's goal of meeting minimum standards for public library services in Ontario

Overview:

Governing a library service point serving a population of 5,000 – 10,000 residents, the Township of Douro-Dummer Public Library Board could meet minimum standards for library services via two small sized branches or one medium sized branch. A summary of guidelines by branch type is included in this report (Fig 1.) The current budget allows for minimum standards to be met in five of the nine categories summarized. Categories in which minimum standards cannot be met are: Net Library Space (square footage), User Seating, and Staff Complement. As per Council Resolution Number 055-2024 the library CEO and township staff continue to explore opportunities for space within the township to meet Net Library Space and User Seating standards; the budget items outlined in Fig 2. are applicable to meeting Staff Complement standards.

Financial Impact:

Increasing the budget for Staff Complement from the current 1.4 Full Time Employee (FTE) to 1.9 FTE would cost \$15,594.85. (minimum standard for two small branches is 2 FTE and for one medium branch is 2.5 FTE)

Impact to Community:

Increased program development, delivery, and quality; increased service hours to community, whether in new location or current

Relevance to Action Plan:

Goal 1: Improve service to community; Outcome 1.3: Increase staff capacity through increased staff hours

Fig 1.

5. Summary of Guidelines by Branch Type

	Small Minimum Range		Medium Minimum Range		Large Minimum Range		Urban Minimum Range
Net library space	2500 s.f.	5,000 s.f.	5,000 s.f.	10,000 s.f.	10,000 s.f.	35,000 s.f.	35,000 s.f.
Hours of operation per week	20	25	25	45	45	65	65+
Number of days per week	4	4	5	5	6	7	7+
Staff Complement	1 FTE	2.5 FTE	2.5 FTE	5 FTE	5 FTE	17.5 FTE	17.5+ FTE
Qualification 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
Qualification of Other Staff			Paraprofessional qualifications relevant to the requirements of the position		2 additional professional librarians or a combination of additional professional librarians and/or appropriate paraprofessionals, relevant to the requirements of the positions		2 additional professional librarians or a combination of additional professional librarians and/or appropriate paraprofessionals, relevant to the requirements of the positions
Number of items in physical collection	6,000	12,000	12,000	24,000	24,000	50,000	50,000
User seating	12	30	30	60	60	200	200
Computers	3		3		3		

Source: ARUPLO Guidelines for Rural/ Urban Public Library Systems 4th Edition

Fig 2.

	Current	Proposed	Financial Impact
Librarian	25 hours per week for 49 weeks = 1225 annual hours	27 hours per week for 48 weeks = 1296 annual hours	\$4,305.36
Library Assistant	15 hours per week for 49 weeks = 735 annual hours	18 hours per week for 49 weeks = 882 annual hours	\$4,844.32
Library Clerk	15 hours per week for 49 weeks = 735 annual hours	20 hours per week for 49 weeks = 980 annual hours	\$6,445.17
Total			\$15,594.85

Report to: Douro-Dummer Public Library Board

Subject: Monthly Report – October 2024

From: Maggie Pearson, CEO

Dated: November 1st 2024

	August 2024	September 2024	October 2024	October 2023
Books	612	501	583	581
Literacy Kits	2	2	1	2
Book and CD (Jkit)	1	1	2	1
Audiobooks	16	11	4	2
DVDs	39	30	18	14
InterLibrary Loans	4	19	15	27
Magazines	22	17	11	7
Public Computer Usage	44	42	49	25
Total Resource Usage (no e-resources)	740	623	683	659
Total E-Book usage	466	419	422	528
Total resource usage	1,206	1,042	1,105	1,187
Volunteer hours	7	17	41	36
Outreach Contacts	N/A	N/A	N/A	120
Library Visits in Person	306	254	389	228
Overdrive users	99	94	104	106
Program Attendance	94	72	267	255
New Library Patrons	15	3	10	24
Library Engagement	514	440	811	769

Ongoing Programming:

Weekly Storytime, Weekly Family Craft Drop-In, Weekly Italian Conversation Club, Monthly Homeschool Club, Biweekly Writing Club, Monthly Youth Book Club, Adult Book Club; regular class visits.

Upcoming Programming:

Friends of the Library Holiday Arrangement Workshop and Stone Soup Potluck

Volunteers' projects this month:

Second regular weekly adult volunteer trained for shelving and shelf reading

Upcoming holiday hours and staff holidays:

None



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

Synopsis of Report: Monthly Update on Operations and Projects

- Submitted annual Public Library Operating Grant application

- Ontario is changing the platform through which all libraries complete borrower and lender requests for interlibrary loans. Completed admin training for platform migration, configured new accounts and system, facilitated staff training. New system launches November 12th

- Attended OLS Training session Navigating Public Library Finances Part 3: Specialized Topics.

- Attended OLS Virtual Conference

- Attended working budget sessions with Municipal Treasurer; completed first draft 2025 budget

- As per Council Resolution Number 055-2024 and Board Resolution Number 42-2024, met with staff to explore other opportunities in the township for locations suitable for the delivery of Library services.

- Updated Art Gallery Webpage guided by Art Gallery Committee input and created artist application form. Managed website content and social media accounts, promoting weekly programs and events; created monthly newsletters

- Created online version of Community Feedback Survey – data collection ongoing

- Developed November, December program calendar, staff schedule and staff work plans

- Managed Peterborough Social Services County Hubs room bookings and facilitated access



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 (3rd and 4th 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

	3.4. Create outdoor space for high speed wifi use		speed connecti on installed	connected DDPL late fall 2023
			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

