



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

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

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1. Call to Order	
2. Disclosure of any Pecuniary Interest	
3. Approval of November 12, 2024 Minutes	1
4. Business Arising from Minutes:	
4.1 Friends of the Library	
4.2 Art Gallery Committee	
5. Financial Reports:	
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8.1 Ontario Library Service Re: Strategic Plan Contract	18
9. Closed Session	

10. **Adjournment:**

11. **Next Meeting:**

(DRAFT)

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

**November 12, 2024, 4:00 PM**

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

**Staff Present** Library CEO 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 October 8, 2024 Minutes

**Resolution Number 44-2024**

Moved by: Diane Bonner

Seconded by: Darla Milne

That the October 8, 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: Wreath making workshop and community potluck a great community building success, and the Friends of the Library gratefully acknowledge the support received from the Township in setting it up, especially from the Fire Services Department and Parks and Recreation. Speaker Series over for 2024 and will resume in 2025, many thanks to all who volunteered, supported, and participated.

##### 4.1.2 Art Gallery Committee

Verbal Report from Tina Fridgen: regarding next gallery installation and fundraising auction, was deferred.

#### **Resolution Number 45-2024**

Moved by: Darla Milne

Seconded by: Tom Watt

That these reports be accepted for information.

Carried

#### 5. Financial Reports:

##### 5.1 First Draft 2025 Budget

##### 5.2 Budget to Actuals as at October 31, 2024

#### **Resolution Number 46-2024**

Moved by: Tina Fridgen

Seconded by: Diane Bonner

That these reports be accepted for information and that,

The draft budget be updated to include staff hours (total 70) for two full time equivalent employees.

Carried

6. Librarian Reports:

6.1 Report to Board: First Draft 2025 Budget

6.2 Report to Board: Stats October 2024

6.3 Report to Board: Operations and Projects

**Resolution Number 46-2024**

Moved by: Tina Fridgen

Seconded by: Darla Milne

That these reports be accepted for information.

Carried

7. New Business:

7.1 Action Plan

**Resolution Number 47-2024**

Moved by: Tina Fridgen

Seconded by: Darla Milne

That the CEO report back on steering process for the development of a 2025 – 2030 strategic plan.

Carried

8. Correspondence:

9. Closed Session:

10. Adjournment

**Resolution Number 48-2024**

Moved by: Darla Milne

That the meeting be adjourned at 5:00 PM

Carried

11. Next Meeting:

Tuesday, December 10<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, December 2, 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	80,300.68	89,591.65	78,828.96	10,762.69	12.00%
00-16-1640-1101 OP-RC-LB-Vacation Pay PT	3,370.32	3,492.58	3,492.58	3,583.67	3,461.55	122.12	3.40%
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	4,243.84	4,705.95	4,194.87	511.08	10.90%
00-16-1640-2051 OP-RC-LB-EI PT	1,863.79	2,007.22	2,007.22	1,981.77	1,991.85	-10.08	-0.50%
00-16-1640-2101 OP-RC-LB-EHT PT	1,643.03	1,715.16	1,715.16	1,747.04	1,671.45	75.59	4.30%
00-16-1640-2201 OP-RC-LB-WSIB PT	2,527.74	2,876.40	2,876.40	2,687.75	2,931.40	-243.65	-9.10%
00-16-1640-2301 OP-RC-LB-OMERS PT	6,017.00	6,303.40	6,303.40	6,757.21	6,915.11	-157.9	-2.30%
Total Salaries & Wages	107,230.54	104,171.29	104,171.29	114,638.71	103,419.91	11,218.80	9.80%
Professional Development and Memberships:							
00-16-1640-2500 OP-RC-LB-Travel Mileage	260	240.44	240.44	260	179.65	80.35	30.90%
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	971.67	1,530.00	153.5	1,376.50	90.00%
00-16-1640-2603 OP-RC-LB-Training	700	254.4	254.4	700	405	295	42.10%
Total Professional Development and Memberships	2,990.00	2,147.56	2,147.56	3,090.00	1,283.15	1,806.85	58.50%
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	37.21	50	28.69	21.31	42.60%
00-16-1640-4710 OP-RC-LB-Special Events	125	92.87	92.87	125	18	107	85.60%
00-16-1640-4711 OP-RC-LB-Programs	1,100.00	911.19	911.19	1,100.00	742.47	357.53	32.50%

00-16-1640-4720 OP-RC-LB-Promotional	100	70.1	70.1	100	0	100	100.00%
Total Advertising and Special Events	1,885.00	1,177.37	1,177.37	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	204.75	-94.75	-86.10%
00-16-1640-4117 OP-RC-LB-Health & Safety Supplies	450	351.98	351.98	450	181.6	268.4	59.60%
00-16-1640-4119 OP-RC-LB-Printer Supplies	600	393.81	393.81	600	343.95	256.05	42.70%
00-16-1640-4210 OP-RC-LB-Postage	325	225.44	225.44	325	312.67	12.33	3.80%
00-16-1640-4410 OP-RC-LB-Subscriptions	1,530.00	1,993.60	1,993.60	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	4,056.44	4,440.00	4,078.41	361.59	8.10%
Materials and Supplies:							
00-16-1640-4118 OP-RC-LB-Supplies	325	505.32	505.32	325	306.56	18.44	5.70%
00-16-1640-4600 OP-RC-LB-Materials	100	560.23	560.23	100	0	100	100.00%
00-16-1640-4711 OP-RC-LB-Programs	1,100.00	911.19	911.19	1,100.00	742.47	357.53	32.50%
Total Materials and Supplies	1,525.00	1,976.74	1,976.74	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	141.05	250	190.06	59.94	24.00%
00-16-1640-5121 OP-RC-LB-Grounds Maintenance	500	165.06	165.06	500	778.99	-278.99	-55.80%
00-16-1640-5130 OP-RC-LB-Maint Bldg	2,500.00	1,385.77	1,385.77	2,500.00	1,513.17	986.83	39.50%
00-16-1640-5131 OP-RC-LB-Cleaning	0	923.44	923.44	0	3,052.80	-3,052.80	0
00-16-1640-5140 OP-RC-LB-Maint Bldg Imp	0	15,781.97	15,781.97	0	0	0	0
00-16-1640-5340 OP-RC-LB-TCA UT Bldg Imp	2,200.00	2,054.52	2,054.52	2,200.00	1,246.56	953.44	43.30%
Total Building Maintenance and Repairs	5,450.00	20,451.81	20,451.81	5,450.00	6,781.58	-1,331.58	-24.40%



Utilities:							
00-16-1640-3100 OP-RC-LB-Heat	3,600.00	2,957.71	2,957.71	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	6,660.07	6,000.00	6,004.17	-4.17	-0.10%
00-16-1640-3300 OP-RC-LB-Telephones	1,000.00	1,228.58	1,228.58	1,000.00	1,057.72	-57.72	-5.80%
00-16-1640-3320 OP-RC-LB-Internet Service	1,000.00	1,334.53	1,334.53	1,000.00	1,157.62	-157.62	-15.80%
Total Utilities	9,600.00	12,180.89	12,180.89	11,600.00	10,325.22	1,274.78	11.00%
Equipment Purchases and Maintenance:							
00-16-1640-5162 OP-RC-LB-Fire Extinguisher Maint	50	152.49	152.49	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	152.49	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	724.82	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	1,846.74	1,500.00	1,145.78	354.22	23.60%
Total Computer Hardware and Software	4,000.00	3,673.14	3,673.14	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	259.4	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	6,434.51	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%
<b>Total Expenses</b>	<b>147,067.02</b>	<b>160,238.66</b>	<b>160,238.66</b>	<b>157,938.26</b>	<b>138,227.92</b>	<b>19,710.34</b>	<b>12.50%</b>
<b>Revenues</b>							
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	-418.65	138.15	-49.30%
Total Donations and Fundraising	-384.54	-281.85	-281.85	-384.54	-497.45	112.91	-29.40%
Grants							
Infractions:							
00-16-1640-8180 OP-RC-LB-Infractions	-408	-174	-174	-408	-25	-383	93.90%
Total Infractions	-408	-174	-174	-408	-25	-383	93.90%
Other Revenues:							
00-16-1640-8325 OP-RC-LB-Sales Photocopies	-156.06	-83.9	-83.9	-156.06	-110.65	-45.41	29.10%
00-16-1640-8880 OP-RC-LB-Other Revenues	-26.01	-504.25	-504.25	-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	-588.15	-208.08	-554.65	346.57	-166.60%
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%
<b>Total Revenues</b>	<b>-1,075.62</b>	<b>-1,064.00</b>	<b>-1,064.00</b>	<b>-1,075.62</b>	<b>-1,081.90</b>	<b>6.28</b>	<b>-0.60%</b>
<b>Operating Reserve Transfers</b>							
<b>Internal Transfers</b>							
Transfer to Capital:							
00-16-1640-5198 OP-RC-LB-Internal Rentals	204	73.37	73.37	204	0	204	100.00%
Total Transfer to Capital	204	73.37	73.37	204	0	204	100.00%
Total Internal Transfers	204	73.37	73.37	204	0	204	100.00%
NET	146,195.40	159,248.03	159,248.03	157,066.64	137,146.02	19,920.62	12.70%

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

	2024 Budget	2024 Actuals - YTD	2025 Budget - Draft	Change (\$)	Change (%)	Notes
<b>Expenses</b>						
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%	
<b>Travel and Training Total</b>	<b>\$3,090.00</b>	<b>\$1,150.33</b>	<b>\$3,130.00</b>	<b>\$40.00</b>	<b>1.3%</b>	
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%	
<b>Contracted Services Total</b>	<b>\$21,969.55</b>	<b>\$16,557.83</b>	<b>\$24,742.96</b>	<b>\$2,773.41</b>	<b>12.6%</b>	
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 all costs for 2024 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%	
<b>Materials and Supplies Total</b>	<b>\$7,000.00</b>	<b>\$4,970.29</b>	<b>\$7,000.00</b>	<b>\$0.00</b>	<b>0.0%</b>	
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%	
<b>Repairs and Maintenance Total</b>	<b>\$5,900.00</b>	<b>\$3,621.92</b>	<b>\$5,300.00</b>	<b>-\$600.00</b>	<b>-10.2%</b>	
Other Expenses						
7010 - Financial Fees	\$20.00	\$0.00	\$20.00	\$0.00	0.0%	
<b>Other Expenses Total</b>	<b>\$20.00</b>	<b>\$0.00</b>	<b>\$20.00</b>	<b>\$0.00</b>	<b>0.0%</b>	
Interest Expense						
7100 - Interest	\$10.00	\$3.19	\$10.00	\$0.00	0.0%	
<b>Interest Expense Total</b>	<b>\$10.00</b>	<b>\$3.19</b>	<b>\$10.00</b>	<b>\$0.00</b>	<b>0.0%</b>	
Internal Rental Recoveries						
5198 - Internal Rentals	\$204.00	\$0.00	\$204.00	\$0.00	0.0%	
<b>Internal Rental Recoveries Total</b>	<b>\$204.00</b>	<b>\$0.00</b>	<b>\$204.00</b>	<b>\$0.00</b>	<b>0.0%</b>	
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%	
<b>Minor Capital Expenses Total</b>	<b>\$4,200.00</b>	<b>\$2,750.79</b>	<b>\$4,200.00</b>	<b>\$0.00</b>	<b>0.0%</b>	
<b>Expenses Total</b>	<b>\$157,032.26</b>	<b>\$115,166.02</b>	<b>\$170,966.67</b>	<b>\$13,934.41</b>	<b>8.9%</b>	
<b>Revenues</b>						
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%	

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**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%	
<b>Other Revenues Total</b>	<b>-\$1,075.62</b>	<b>-\$979.65</b>	<b>-\$1,075.62</b>	<b>\$0.00</b>	<b>0.0%</b>	
<b>Revenues Total</b>	<b>-\$1,075.62</b>	<b>-\$979.65</b>	<b>-\$1,075.62</b>	<b>\$0.00</b>	<b>0.0%</b>	
<b>Grand Total</b>	<b>\$155,957</b>	<b>\$114,186.37</b>	<b>\$169,891.05</b>	<b>\$13,934</b>	<b>8.9%</b>	

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



**Synopsis of Report:** Tables outlining proposed staff hour changes and corresponding service improvements/ service hour increases

Staff Hours

**Option 1 - Extra Staff Hours to Allow for Development of Strategic Plan**

	<b>Current</b>	<b>Proposed</b>	<b>Financial Impact</b>
Librarian	25 hours per week for 49 weeks = 1225 annual hours	28 hours per week for 48 weeks = 1344 annual hours	\$7,174.67
Library Assistant	15 hours per week for 49 weeks = 735 annual hours	18 hours per week for 49 weeks = 882 annual hours	\$4,850.44
Library Clerk	15 hours per week for 49 weeks = 735 annual hours	15 hours per week for 49 weeks = 735 annual hours	\$0.00
<b>Total</b>			<b>\$12,025.11</b>

**Option 2 - Increase Staff Hours to Meet Minimum Standards for Staff Complement and Support Expansion of Services**

	<b>Current</b>	<b>Proposed</b>	<b>Incremental from Option 1</b>	<b>Financial Impact</b>
Librarian	25 hours per week for 49 weeks = 1225 annual hours	30 hours per week for 48 weeks = 1440 annual hours	\$5,732.33	\$12,907.00
Library Assistant	15 hours per week for 49 weeks = 735 annual hours	20 hours per week for 49 weeks = 980 annual hours	\$3,233.56	\$8,084.00
Library Clerk	15 hours per week for 49 weeks = 735 annual hours	20 hours per week for 49 weeks = 980 annual hours	\$6,438.00	\$6,438.00
<b>Total</b>			<b>\$15,403.89</b>	<b>\$27,429.00</b>

Service Hours and Programs

**Option 1**

	<b>Current</b>	<b>Proposed</b>	<b>Community Impact</b>
Tuesday	5 service hours 1 biweekly program	8 service hours, 1 biweekly program 1 weekly program	- 3 more service hours - second evening access for day working community members - 1 additional family or adult program
Wednesday	6 service hours 2 weekly programs 1 monthly program	6 service hours 2 weekly programs 2 monthly programs	- 1 planning hour off service desk for CEO - 1 additional school aged program
Thursday	5 service hours 1 weekly program 1 monthly program	5 service hours 1 weekly program 1 monthly program	- 1 planning hour for CEO
Friday	5 service hours 1 weekly program 1 monthly program	5 service hours 1 weekly program 1 monthly program	- 1 planning hour for CEO
Saturday	5 service hours 1 biweekly program 1 monthly program	5 service hours 1 biweekly program 1 monthly program	- unchanged

**Option 2**

	<b>Current</b>	<b>Proposed</b>	<b>Community Impact</b>
Tuesday	5 service hours, 1 biweekly program	8 service hours 1 biweekly program 1 weekly program	- 3 additional service hours - second evening access for day working community members - one additional family or adult program - 2 planning hours for CEO
Wednesday	6 service hours 2 weekly programs 1 monthly program	8 service hours 2 weekly programs 1 monthly program	- 2 additional service hours - 1 planning hour off service desk for CEO



Thursday	5 service hours 1 weekly program 1 monthly program	6 service hours 1 weekly program 1 monthly program	- 1 additional service hour - 1 planning hour off service desk for CEO
Friday	5 service hours 1 weekly program 1 monthly program	5 service hours 1 weekly program 1 monthly program	- 1 planning hour for CEO
Saturday	5 service hours 1 biweekly program 1 monthly program	5 service hours 1 weekly program 1 biweekly program 1 monthly program	- 1 additional weekly family or adult program

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

**Subject:** Monthly Report – November 2024

**From:** Maggie Pearson, CEO

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

	September 2024	October 2024	November 2024	November 2023
Books	501	583	631	617
Literacy Kits	2	1	1	2
Book and CD (Jkit)	1	2	2	4
Audiobooks	11	4	6	2
DVDs	30	18	40	18
InterLibrary Loans	19	15	10	34
Magazines	17	11	16	9
Public Computer Usage	42	49	51	29
Total Resource Usage (no e-resources)	623	683	757	715
Total E-Book usage	419	422	420	502
Total resource usage	<b>1,042</b>	<b>1,105</b>	<b>1,177</b>	<b>1217</b>
Volunteer hours	17	41	16	20
Outreach Contacts	N/A	N/A	N/A	N/A
Library Visits in Person	254	389	337	214
Overdrive users	94	104	97	97
Program Attendance	72	267	240	386
New Library Patrons	3	10	9	18
Library Engagement	<b>440</b>	<b>811</b>	<b>699</b>	<b>735</b>

**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:**

Weekly Life Skills Program with students from St. Joseph’s special needs class, third Death Café, Art Open House

**Volunteers’ projects this month:**

Two regular weekly adult volunteer shifts continue for shelving and shelf reading; volunteers have also assisted the Art Gallery Committee with the current show installation and client auction fundraiser and planning for the fundraiser open house

**Upcoming holiday hours and staff holidays:**

The Library will be closed for the holidays between Christmas Eve and New Year’s Day, reopening for regular hours on Thursday, January 2<sup>nd</sup>, 2025



**Report to: Library Board**  
**From: Maggie Pearson**  
**Date: December 5<sup>th</sup>, 2024**

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

- Met with AN CEO and OLS consultant regarding strategic plan steering process and project timeline
- Created and submitted grant application for a 2025 L.E.A.F. Commonwell project for second branch assets including shelving, computers
- Attended working budget sessions with Municipal Treasurer for draft 2025 budget; explored staff options for library cleaning and maintenance through 2025
- Supported art gallery committee with webpage and artist application form creation (now live), news posting, and social media postings for fundraising auction and open house event
- Managed website content and social media accounts, promoting weekly programs and events; created monthly newsletters
- Facilitated program delivery including resuming Life Skills Program for community youth with special needs
- Completed winter 2025 fiction and non-fiction collection orders; managed collection including weeding as needed
- Developed January program calendar, staff schedule and staff work plans
- Managed Peterborough Social Services County Hubs room bookings and facilitated access

Hi Maggie,

Such a delight to chat with you earlier today. Thank you for sharing your valuable time with me! It's appreciated.

In summary from our discussion:

For more details about our processes, beyond our discussion you can view them here:

<https://www.olservice.ca/consulting-training/consulting/planning>

Note - Your Library is in the "Free" population range for OLS Support on this project, based on the requirements criteria you select, the only potential charges will be for additional in-person travel based on a cost recovery model for us at the OLS. All facilitation and work on this project is otherwise free from us, and will be conducted virtually for a larger portion of the project, as it's set out in the Project Contract.

In regards to some of the highlights and specifics we discussed:

1. We will definitely be ready to support your new project starting late March - April 2025.
2. A member of the OLS Consulting Team will be assigned as your facilitator for this blended virtual / in-person project, with a tentative 8 month to 1 year timeline, shaped according to your board's needs and expectations.
3. In terms of support, we will happily provide full project support in a hybrid of Virtual Session(s) and live in-person sessions as part of this project roll out that will suit both your board's schedule and our OLS availability. Session average about 1hr of online time per module of work. Of note, we've had great success with a "third Thursday of the month at X time" type approach, as it instills some regularity in the work and focused timelines, for your consideration.

We'll be illustrating all those details in the form of a work contract that will have all the details, work and timelines all set out to be agreed to by all parties' pre-project start to make sure everyone is on the same page.

4. As noted in our chat, we emphasize a highly customized approach to planning, ensuring the results are tailored to your unique community and reflect realistic expectations and goals. One of our key facilitation elements is to ensure your plan is realistic, attainable and focused to your community. We don't carbon copy examples or language, we help you create a product that is uniquely yours and locally relevant.

5. We recommend that if you choose to use a planning committee, that it be comprised of both Board, CEO and library staff to ensure that a very comprehensive result is achieved. The selection of who will be present is at your discretion. We'll take note at the beginning of the project as you choose and select your members.
  
6. Below is a bird's eye view of all the major components I mentioned in your chat, and the scope of work that'll be taken on piece by piece throughout the process to arrive at an overall project work we'll support and facilitate:



As described above in the diagram, session one, will be an orientation to all these elements from a high level and expectation setting for the work done collaboratively ahead.

We'll reach out to source any historical documentation, plans, or tools you've previously used to plan in the past, even if they are incomplete or more simply guiding documents, so we can get a flavour of your past work together as board and CEO.

Thank you so much for trusting us as the OLS to support your project.

Please let me know if I've missed anything from your chat you'd like to know a bit more about or any curiosity questions that may arise.

Looking forward to hearing about this amazing work in the future!

All the best,

**Steven P. Kraus (MLIS)**

Manager of Training and Consulting (bilingual)

Chef de formation et consultation (bilingue)

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Would you like to Meet? [Book a Time Now!](#)

