



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

Tuesday, June 10, 2025, 4:00 p.m.

	Pages
1. Call to Order	
2. Disclosure of any Pecuniary Interest	
3. Approval of May 13, 2025 Minutes	1
4. Business Arising from Minutes:	
4.1 Friends of the Library	
4.2 Art Gallery Committee	
4.3 Personnel Committee	
5. Financial Report Dated June 4, 2025	6
6. Librarian Reports:	
6.1 Report to Board: Operations & Projects	8
6.2 Report to Board: Stats May 2025	9
7. New Business:	
7.1 Verbal Report: Board Assembly	
7.2 Charitable Status	
8. Correspondence	
9. Closed Session	
10. Adjournment	

11. Next Meeting:

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

May 13, 2025, 4:00 PM

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

Staff Present **Maggie Pearson**

1. Call to Order

With a quorum of the Board being present, the Secretary called the meeting to order at 4:02 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 March 11, 2025 Minutes

Resolution Number 12-2025

Moved by: Darla Milne

Seconded by: Diane Bonner

That the March 11, 2025 draft minutes be approved.

Carried

4. Business Arising from Minutes:

4.1 Friends of the Library

Verbal report from Georgia Gale-Kidd: the annual book, seed & plant sale was a community building and fundraising success; the Friends of the Library earned ca. \$800.00 for the library to put towards improving the library grounds with the goal of expanding usable, outdoor accessible space for library users. Friends of the Library programming will pause for the summer as per usual while they use the time to develop fall programming including Culture Days.

4.2 Art Gallery Committee

Verbal report from Tina Fridgen: the art gallery committee has reached out to and spoken with several local high schools including Thomas A. Stewart, Holy Cross, and St. Peter's Secondary School about a Summer Student Art Show which is planned to run for July and August. The Lakefield Creative Arts Group will hang their show for September/October and Brian Nichols for November/ December. The Board also discussed the need to grow the membership of the Art Gallery Committee.

Resolution Number 13-2025

Moved by: Darla Milne

Seconded by: Tom Watt

That these committee reports be accepted for information.

Carried

4.3 Policy Committee

4.3.1 DDPL-Per-007

4.3.2 DDPL-PER-008

4.3.3 DDPL-PER-009

4.3.4 DDPL-PER-011

Resolution Number 14-2025

Moved by: Tina Fridgen

Seconded by: Tom Watt

That policy no. DDPL-PER-007, DDPL-PER-008, DDPL-PER-009, and DDPL-PER011 be adopted as is.

Carried

5. Financial Report Dated May 9, 2025

Resolution Number 15-2025

Moved by: Darla Milne

Seconded by: Diane Bonner

That the financial report be accepted for information.

Carried

6. Librarian Reports:

6.1 Report to Board: Operations & Projects

6.2 Report to Board: Stats March & April

Resolution Number 16-2025

Moved by: Dian Bonner

Seconded by: Tina Fridgen

That these librarian reports be accepted for information.

Carried

Resolution Number 17-2025

Moved by: Darla Milne

Seconded by: Tina Fridgen

That, following their annual performance review, the Library Clerk be moved to Step 1 of band 400-499.

Carried

7. New Business:

7.1 Board Assembly Attendee Nomination

Resolution Number 18-2025

Moved by: Darla Milne

Seconded by: Tina Fridgen

That Diane Bonner represents the Board at the Board Assembly Thursday, May 29th

Carried

7.2 Douro 200th Anniversary

Verbal report from Maggie Pearson: Library staff will support a local history/ genealogy program in the library together with the Douro 200th Committee on May 31st and June 14th. Library volunteers are also developing an in library local history display with interactive programming for the weekend of the anniversary event (July 5th).

Resolution Number 19-2025

Moved by: Georgia Gale-Kidd

Seconded by: Diane Bonner

That the library CEO continue to support the Douro 200th Anniversary Committee

Carried

8. Adjournment

Resolution Number 20-2025

Moved by: Diane Bonner

That the meeting be adjourned at 4:51 PM

Carried

9. Next Meeting:

Tuesday, June 10th, 2025 at the Douro-Dummer Public Library

Chair, Georgia Gale-Kidd

Secretary, Maggie Pearson

TOWNSHIP OF DOURO-DUMMER

Library - 1640

OPERATING & CAPITAL

Thursday, June 5, 2025

	2024	2024	2024	2025	2025	REMAINING	REMAINING
	Budget	Annual Actual	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
Salaries & Wages							
1001 - Wages PT	\$89,591.65	\$85,930.57	\$43,823.79	\$97,898.65	\$38,482.43	\$59,416.22	60.7%
1011 - Overtime PT	0.00	0.00	0.00	0.00	103.20	-103.20	0
1101 - Vacation Pay PT	3,583.67	3,760.20	1,937.09	3,915.95	1,721.45	2,194.50	56.0%
1201 - Stat Pay PT	3,583.67	3,424.72	2,104.08	3,915.95	2,347.68	1,568.27	40.0%
2001 - CPP PT	4,705.95	4,537.49	2,347.30	4,991.97	2,065.80	2,926.17	58.6%
2051- EI PT	1,981.77	2,163.84	1,112.27	2,251.67	979.36	1,272.31	56.5%
2101 - EHT PT	1,747.04	1,815.75	933.35	1,909.02	831.71	1,077.31	56.4%
2201 - WSIB PT	2,687.75	3,184.48	1,636.95	2,936.96	1,531.31	1,405.65	47.9%
2301- OMERS PT	6,757.21	7,511.53	3,849.21	7,471.00	3,214.06	4,256.94	57.0%
Salaries & Benefits Total	114,638.71	112,328.58	57,744.04	125,291.17	51,277.00	74,014.17	59.1%
Mileage & Travel							
2500 - Travel Mileage	260.00	217.47	47.28	260.00	77.80	182.20	70.1%
2601 - Membership Fees	600.00	640.00	450.00	640.00	600.00	40.00	6.3%
2602 - Conference Expenses	1,530.00	967.58	153.50	1,530.00	671.89	858.11	56.1%
2603 - Training	700.00	608.52	203.52	700.00	0.00	700.00	100.0%
Mileage & Travel Total	3,090.00	2,433.57	854.30	3,130.00	1,349.69	1,780.31	56.9%
Contracted Services							
3100 - Heat	3,600.00	2,105.71	1,791.51	3,600.00	0.00	3,600.00	100.0%
3110 - Hydro	6,000.00	6,544.67	3,962.64	6,000.00	6,509.52	-509.52	(8.5%)
3220 - Security	350.00	0.00	0.00	350.00	0.00	350.00	100.0%
3300 - Telephone	1,000.00	1,153.19	574.56	1,000.00	483.05	516.95	51.7%
3320 - internet Service	1,000.00	1,306.18	414.82	1,000.00	742.80	257.20	25.7%
3400 - Insurance	4,319.55	4,629.96	4,629.96	5,092.96	5,552.28	-459.32	(9.0%)
3500 - Licensing	4,000.00	5,211.51	3,030.28	6,000.00	3,592.00	2,408.00	40.1%
3800 - Audit Fees	1,100.00	0.00	0.00	1,100.00	0.00	1,100.00	100.0%
3900 - Other Contracts	600.00	228.96	0.00	600.00	76.32	523.68	87.3%
Contracted Services Total	21,969.55	21,180.18	14,403.77	24,742.96	16,955.97	7,786.99	31.5%
Material & Supplies							
4100 - Paper Supplies	250.00	165.28	34.55	250.00	41.67	208.33	83.3%
4110 - Office Supplies	325.00	252.80	174.16	325.00	5.89	319.11	98.2%
4111 - Cleaning Supplies	250.00	190.06	190.06	250.00	179.50	70.50	28.2%
4113 - Computer Supplies	110.00	204.75	30.46	110.00	0.00	110.00	100.0%
4117 - Health & Safety Supp	450.00	181.60	138.88	450.00	0.00	450.00	100.0%
4118 - Supplies	325.00	366.45	185.07	325.00	181.96	143.04	44.0%
4119 - Printer Supplies	600.00	495.57	343.95	600.00	252.82	347.18	57.9%
4210 - Postage	325.00	343.56	165.80	325.00	116.72	208.28	64.1%
4300 - Advertising	510.00	321.49	321.49	610.00	508.80	101.20	16.6%
4410 - Subscriptions	1,530.00	1,852.09	1,753.62	1,530.00	0.00	1,530.00	100.0%
4430- Films/Video	850.00	850.00	850.00	850.00	0.00	850.00	100.0%
4600 - Material	100.00	0.00	0.00	100.00	0.00	100.00	100.0%
4700 - Hospitality	50.00	28.69	28.69	50.00	12.99	37.01	74.0%
4710 - Special Events	125.00	127.34	0.00	125.00	0.00	125.00	100.0%
4711 - Programs	1,100.00	895.14	288.21	1,100.00	50.70	1,049.30	95.4%
4720 - Promotional	100.00	0.00	0.00	100.00	0.00	100.00	100.0%
Materials & Supplies Total	7,000.00	6,274.82	4,504.94	7,100.00	1,351.05	5,748.95	81.0%
Repairs & Maintenance							
5121 - Grounds Maintenance	500.00	778.99	90.00	500.00	0.00	500.00	100.0%
5130 - Maint Bldg	2,500.00	10,842.53	1,127.50	2,500.00	2,923.92	-423.92	(17.0%)
5131 - Cleaning	0.00	4,680.96	0.00	0.00	203.52	-203.52	0
5160 - Maint Equip	250.00	0.00	0.00	250.00	0.00	250.00	100.0%
5162 - Fire Extinguisher Mai	50.00	239.54	0.00	50.00	0.00	50.00	100.0%
5168 - Equip Purchases	0.00	0.00	0.00	0.00	1,816.23	-1,816.23	0
5170 - Maint CompHw	1,000.00	478.27	478.27	1,000.00	29.46	970.54	97.1%
5180 - Maint CompSw	1,600.00	415.59	131.73	1,000.00	262.50	737.50	73.8%

	2024	2024	2024	2025	2025	REMAINING	REMAINING
	Budget	Annual Actual	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
5198 - Internal Rentals	204.00	0.00	0.00	204.00	8.26	195.74	96.0%
Repair & Maintenance To	6,104.00	17,435.88	1,827.50	5,504.00	5,243.89	260.11	4.7%
Minor Capital							
5340 - TCA UT Bldg Imp	2,200.00	3,495.46	1,246.56	2,200.00	0.00	2,200.00	100.0%
5360 - TCA UT Equip	500.00	358.45	358.45	500.00	0.00	500.00	100.0%
5370 - TCA UT CompHw	1,500.00	1,309.56	1,145.78	1,500.00	0.00	1,500.00	100.0%
Minor Capital Total	4,200.00	5,163.47	2,750.79	4,200.00	0.00	4,200.00	100.0%
Other Expenses							
7010 - Financial Fees	20.00	0.00	0.00	20.00	0.00	20.00	100.0%
7100 - Interest	10.00	6.37	3.19	10.00	0.00	10.00	100.0%
Other Expenses Total	30.00	6.37	3.19	30.00	0.00	30.00	100.0%
Investments in TCA							
0340 - Building Improvemen	10,500.00	20,712.20	0.00	0.00	0.00	0.00	0
0360 - Equipment/Library Bo	14,000.00	-3,403.50	0.00	0.00	0.00	0.00	0
0361 - Equip/LibraryBooks V	0.00	0.00	4,827.30	0.00	3,266.60	-3,266.60	0
Total Investments in TCA	24,500.00	17,308.70	4,827.30	0.00	3,266.60	-3,266.60	0
Transfer to Reserves							
Total Expenses	181,532.26	182,131.57	86,915.83	169,998.13	79,444.20	90,553.93	53.3%
Internal Rental Recoveries							
Grant							
8020 - Grants Provincial	-14,000.00	-16,058.88	0.00	-14,000.00	-420.00	-13,580.00	97.0%
Grants Total	-14,000.00	-16,058.88	0.00	-14,000.00	-420.00	-13,580.00	97.0%
Contract Revenue							
Permits & Fees							
8180 - Infractions	-408.00	-25.00	0.00	-408.00	-99.95	-308.05	75.5%
Total Permits & Fees	-408.00	-25.00	0.00	-408.00	-99.95	-308.05	75.5%
Rental Revenues							
Sales Revenue							
8320 - Sales Misc	-26.01	0.00	0.00	-26.01	0.00	-26.01	100.0%
8325 - Sales Photocopies	-156.06	-110.65	-11.40	-156.06	-116.80	-39.26	25.2%
Sales Revenue Total	-182.07	-110.65	-11.40	-182.07	-116.80	-65.27	35.8%
Other Revenue							
8430 - Programs	-75.00	-4.80	0.00	-75.00	0.00	-75.00	100.0%
8880 - Other Revenues	-26.01	-444.00	-444.00	-26.01	0.00	-26.01	100.0%
8890 - Fund Raising	-104.04	-78.80	-78.80	-104.04	0.00	-104.04	100.0%
8900 - Donations	-280.50	-418.65	-10.00	-280.50	-19.65	-260.85	93.0%
Other Revenue Total	-485.55	-946.25	-532.80	-485.55	-19.65	-465.90	96.0%
Taxation Revenue							
Funding							
0970 - Transfer From Reser	-8,000.00	0.00	0.00	-17,500.00	0.00	-17,500.00	100.0%
Funding Through Reserves	-8,000.00	0.00	0.00	-17,500.00	0.00	-17,500.00	100.0%
Total Revenue & Funding	-23,075.62	-17,140.78	-544.20	-32,575.62	-656.40	-31,919.22	98.0%
Total Revenues & Funding	-23,075.62	-17,140.78	-544.20	-32,575.62	-656.40	-31,919.22	98.0%
Total Expenses & Funding F	181,532.26	182,131.57	86,915.83	169,998.13	79,444.20	90,553.93	53.3%
NET	158,456.64	164,990.79	86,371.63	137,422.51	78,787.80	58,634.71	42.7%



Report to: Library Board
From: Maggie Pearson
Date: June 3rd 2025

Synopsis of Report: Monthly Update on Operations and Projects

Recommendation: That the report to inform the Library Board on general operational matters and updates on projects be accepted for information.

- Completed periodical subscription audit and met with new vendor to manage subscription collection moving forward
- Facilities management: collecting quotes to repair iron railing to front door, discussed summer work plan with library gardener
- Met with Municipal Clerk to discuss Township of Douro-Dummer Municipal Alcohol Policy re: the library facility
- In preparation for the Board's second strategic planning session:
 - closed community feedback survey, created charts to communicate data collected, coded open-ended questions
 - completed environmental scan, including collection of general library usage stats from 2024 Annual Survey of Public Libraries data
- Managed website content and social media accounts, promoting weekly programs and events; created monthly newsletters and program marketing materials; supported art gallery committee with library website and social media promotion of new show
- Recruited Summer Reading Club high school volunteer; training and project begins June 11th
- Facilitated program delivery, developed June and July program calendar, staff schedule and work plans including staff vacation coverage; continued summer program planning including Summer Reading Club

Report to: Douro-Dummer Public Library Board

Subject: Monthly Report – Stats May 2025

From: Maggie Pearson, CEO

Dated: June 3 2025

Recommendation: That the report be accepted for information

	March 2025	April 2025	May 2025	May 2024
Books	473	551	519	595
Literacy Kits	2	1	2	1
Audiobooks	1	0	1	1
DVDs	20	67	34	34
InterLibrary Loans	11	24	11	28
Magazines	8	7	15	20
Public Computer Usage	51	76	68	32
Total Resource Usage (no e-resources)	566	726	649	717
Total E-Magazine Usage	309	273	212	Not Reported
Total E-Book usage	613	463	452	445
Total resource usage	1488	1462	1313	1162
Volunteer hours	17	16	33	17
Outreach Contacts	26	64	11	N/A
Library Visits in Person	315	416	400	301
Overdrive users	114	99	99	93
Program Attendance	146	257	266	175
New Library Patrons	17	7	9	15
Library Engagement	635	859	818	584

Ongoing Programming:

Weekly storytime, weekly family art drop-In, weekly Italian conversation club, weekly crafternoon, weekly life skills program, twice monthly homeschool club, twice monthly writing club, regular class visits.

Upcoming Programming: Summer Reading Cub Program launch and weekly programming, Tracing Our Roots Part II with the 200th Douro Anniversary Committee, Interactive local history display in the library the weekend of Douro 200th, 6-part family yoga class beginning June 14th, Drop-in LEGO

Volunteers' projects this month:

Two regular weekly adult volunteer shifts continue for shelving and shelf reading; volunteers continue to assist the Library Assistant/ Clerk in the delivery of the Family Art Drop-In Program

Upcoming holiday hours and staff holidays: Page 9 of 9

Canada Day falls on a Tuesday in July, affecting service hours (CLOSED)