



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

Tuesday, September 9, 2025, 4:00 p.m.

	Pages
1. Call to Order	
2. Disclosure of any Pecuniary Interest	
3. Approval of June 10, 2025 Minutes	1
4. Business Arising from Minutes:	
4.1 Friends of the Library	
4.2 Art Gallery Committee	
4.3 Strategic Planning Committee	
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5. Financial Report Dated August 31, 2025	10
6. Librarian Reports:	
6.1 Report to Board: Operations and Projects	13
6.2 Report to Board: Stats June, July & August 2025	15
6.3 Report to Board: 2026 Budget	16
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7.1 2026 Budget First Draft	19
8. Correspondence	
9. Closed Session	

10. Adjournment

11. Next Meeting:

(DRAFT)

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

June 10, 2025, 4:00 PM

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

Staff Present: **Maggie Pearson**

Regrets: **Darla Milne**

1. Call to Order

With a quorum of the Board being present, the Secretary called the meeting to order at 4:02PM.

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 13, 2025 Minutes

Resolution Number 21-2025

Moved by: Diane Bonner

Seconded by: Tom Watt

That the May 13, 2025 draft minutes be approved.

Carried

4. Business Arising from Minutes:

4.1 Friends of the Library

Verbal report from Georgia Gale-Kidd: Planning and development is underway for annual Culture Days event scheduled for October 4th, 2025 at the Town Hall in Warsaw. Regular fall 2025 program planning (eg. monthly Speaker Series) is also underway with an emphasis on choosing a range of topics for all demographics. The Friends of the Library are also planning the backyard improvements to be funded by the plant sale. The CEO will discuss all plans with the CAO in advance of labour beginning, as well as give feedback on the yard development plan designed by Tina Fridgen.

4.2 Art Gallery Committee

Verbal report from Tina Fridgen: Communication with local high school art teachers is underway for the summer youth art show in the Art Gallery. A pamphlet has been created and shared with the CEO, which will be distributed in the library, and the CEO will share any social media posts to library channels. The show will hang in early July.

4.3 Personnel Committee

Verbal report from Georgia Gale Kidd: The Personnel Committee completed the CEO's annual performance review in accordance with DDPL-PER011.

Resolution Number 22-2025

Moved by: Tina Fridgen

Seconded by: Diane Bonner

That, effective following their annual performance review, the Library CEO be moved from Step 2 to Step 3 of band 1100-1199.

Carried

Resolution Number 23-2025

Moved by: Tom Watt

Seconded by: Diane Bonner

That these committee reports be accepted for information.

Carried

5. Financial Report Dated June 4, 2025

Resolution Number 24-2025

Moved by: Diane Bonner

Seconded by: Tina Fridgen

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 May 2025

Resolution Number 24-2025

Moved by: Tina Fridgen

Seconded by: Tom Watt

That these librarian reports be accepted for information.

Carried

7. New Business:

7.1 Verbal Report: Board Assembly

Verbal Report from Diane Bonner: Reviewed Ontario Library Service resources and webinars as outlined at the board assembly roundtable discussion. The OLS virtual conference will be November 19th, 2025 for staff and November 20th, 2025 for board members. There was also discussion of expansion/ space challenges by the board assembly and a board discussion re: the use of space consultants.

7.2 Charitable Status

Resolution Number 25-2025

Moved by: Tina Fridgen

Seconded by: Diane Bonner

That the Library CEO apply for charitable status.

Carried

8. ~~Correspondence~~

9. ~~Closed Session~~

10. Adjournment

Resolution Number 26-2025

Moved by: Diane Bonner

That the meeting be adjourned at 4:50 PM

Carried

11. Next Meeting:

Tuesday, September 9th, 2025 at the Douro-Dummer Public Library

Chair, Georgia Gale-Kidd

Secretary, Maggie Pearson

Douro-Dummer Public Library Strategic Plan 2026-2030

DRAFT

August 2025 | Prepared by Maggie Pearson, Douro-Dummer Public Library CEO

The following draft was created after three strategic planning sessions guided by the facilitation of Brandon Fratarcangeli with the Ontario Library Service from April – June 2025.

Letter from the CEO and Planning Committee

The Douro-Dummer Public Library is pleased to present its new Strategic Plan, which will guide the governance, operation, and growth of your public library over the next four years. Each new initiative we undertake will reflect our strategic priorities – which were crafted in collaboration with community members, staff, board members, and volunteers. The planning committee gratefully acknowledges how supportive and active our library community is: we received so much helpful feedback, time, and effort from many people of Douro-Dummer during this project.

At its core, the library as an institution has always been about access: whether to information, culture, technology, recreation, or simply space. In times of uncertainty or complexity, our community members' need for this access does not change – if anything, it only grows stronger.

As our township develops and grows, so does the use of the library: up to twenty new people sign up for library membership in Douro-Dummer every single month. Families, children, adults, and seniors come to the library with all kinds of social and information needs. They come to read, work, borrow free materials, attend group programs, use computers and WiFi, and print government forms. They come to charge devices, connect with loved ones, and check emergency updates during power outages. They come to ask questions, tell stories, warm up or cool down, ease loneliness, and engage in civil discourse. In these ways and more, the library is vital to so many pursuits which inform our quality of life in the township of Douro-Dummer.

We know people turn to the library for answers to social, technological, and economic challenges. Grounded in our values - which include service excellence, community connection, and intellectual freedom - we will take action over the next four years to ensure DDPL continues to provide the library services residents are looking for.

Sincerely,

Maggie Pearson, Librarian and CEO

DDPL Board and Planning Committee:

Board Chair Georgia Gale-Kidd

Councillor Representative Tom Watt

Board member Tina Fridgen

Board Member Darla Milne

Board Member Diane Bonner

Mission Statement

We create a place of belonging to connect, to learn, and to play.

Vision Statement

Our vision includes our whole community, empowered by a library that offers discovery of information, possibility, and choice.

Our Values

Our library's values highlight the organization's meaning and purpose:

1. Rural Identity: Supporting community building and storytelling. Our township is unique, possessing a heritage, culture, and natural environment of which members are proud.

2. Space to be: Providing an open and free place for all people in the township to feel included and valued.

3. Intellectual Freedom: Promoting intellectual freedom by providing access to a wide range of ideas, resources, and opportunities for civil discourse.

4. Service Excellence: Maintaining high standards of library and information services and professionalism. We couple this with the warmth and personalization our community is known for.

5. Transparency: Ensuring that library operations and governance remain responsive, effective, and relevant to community need. We communicate our policies and grounds for decision making.

Strategic Priorities 2026 – 2030

Note on Strategic Priorities:

- These are based on the discussion of the entire committee and have been refined by the CEO
- The strategic objectives (identified here in purple text) should remain flexible. This level of the strategic plan does not usually appear in the public document. This is for guiding management and the Board – for example these objectives can inform the annual Action Plan for the CEO.

Priority 1. Spur Growth: Expand the library's reach and relevance across the Township

Goal: Expand outreach to all corners of the township, particularly at locations in Dummer and on Stoney Lake

- Objective: Develop targeted outreach initiatives for underserved areas.
- Objective: include outreach assignments in the Library Assistant's work plan

Goal: Increase the library's visibility as a high value institution

- Objective: Launch a refreshed brand identity
- Objective: Redesign the website with improved user experience
- Objective: Enhance presence on social media and local media outlets.

Goal: Grow active library membership

- Objectives: Implement a membership drive campaign
- Objective: Partner with schools and community organizations to promote registrations

Priority 2. Reimagine Space: Transform the library into a vital, accessible, and open community-centred destination

Goal: Make the library a well-known and talked-about location and destination

- Objective: Redesign interior spaces for comfort, creativity, and collaboration
- Objective: Expand open library service hours to accommodate the lifestyle, location, and routines of more residents

Goal: Expand the library presence throughout the Township

- Objective: Establish pop-up libraries or kiosks in community hubs
- Objective: Partner with local organizations for shared programming spaces

Priority 3. Cultivate Innovation: Inspire curiosity, creativity, and critical thinking through innovative services and programs

Goal: Deliver responsive, relevant, expert-led programming

- Objective: Host speakers and workshops on current social issues (e.g. in partnership with other township libraries in the county)
- Objective: Collaborate with local experts (e.g. take advantage of proximity of Trent University)

Goal: Develop and market our “Library of Things”

- Objective: Develop a collection plan for non-traditional items and promote creative usage

Goal: Celebrate local identity and history

- Objective: Expand local history programming and develop a related policy
- Objective: Develop a policy for preserving and showcasing community heritage

Priority 4. Build Capacity: Strengthen the library’s foundation to ensure long-term sustainability and impact

Goal: Enhance fundraising and resource development

- Objective: Coordinate efforts with Friends group
- Objective: Explore the feasibility of seeking major gift donations and charitable status

Goal: Strengthen organizational capacity

- Objective: Update job descriptions to reflect evolving roles (especially in marketing and communications)
- Objective: Develop succession and professional development plans

Goal: Develop and implement an advocacy strategy

- Objective: Create a communications plan to engage stakeholders
- Objective: Train staff and board members in advocacy best practices

Financial Report as at:
Sunday, August 31, 2025

	Library		2025 YTD Actual	REMAINING Budget (\$)	REMAINING Budget (%)
	2024 YTD Actual	2025 Budget			
Expenses					
Salaries & Wages:					
00-16-1640-1001 OP-RC-LB-Wages PT	55,528.24	97,898.65	60,588.62	37,310.03	38.1%
00-16-1640-1011 OP-RC-LB-Overtime - PT	0.00	0.00	103.20	-103.20	0
00-16-1640-1101 OP-RC-LB-Vacation Pay PT	2,471.25	3,915.95	2,683.62	1,232.33	31.5%
00-16-1640-1201 OP-RC-LB-Stat Pay PT	2,829.33	3,915.95	2,860.01	1,055.94	27.0%
00-16-1640-2001 OP-RC-LB-CPP PT	2,974.82	4,991.97	3,162.25	1,829.72	36.7%
00-16-1640-2051 OP-RC-LB-EI PT	1,413.53	2,251.67	1,520.76	730.91	32.5%
00-16-1640-2101 OP-RC-LB-EHT PT	1,186.15	1,909.02	1,291.51	617.51	32.3%
00-16-1640-2201 OP-RC-LB-WSIB PT	2,080.30	2,936.96	2,377.86	559.10	19.0%
00-16-1640-2301 OP-RC-LB-OMERS PT	4,839.61	7,471.00	4,910.16	2,560.84	34.3%
Total Salaries & Wages	73,323.23	125,291.17	79,497.99	45,793.18	36.5%
Professional Development and Memberships:					
00-16-1640-2500 OP-RC-LB-Travel Mileage	122.92	260.00	116.70	143.30	55.1%
00-16-1640-2601 OP-RC-LB-Membership Fees	450.00	640.00	600.00	40.00	6.3%
00-16-1640-2602 OP-RC-LB-Conference Expenses	153.50	1,530.00	671.89	858.11	56.1%
00-16-1640-2603 OP-RC-LB-Training	405.00	700.00	0.00	700.00	100.0%
Total Professional Development and Memberships	1,131.42	3,130.00	1,388.59	1,741.41	55.6%
Advertising and Special Events:					
00-16-1640-4300 OP-RC-LB-Advertising	321.49	610.00	508.80	101.20	16.6%
00-16-1640-4700 OP-RC-LB-Hospitality	28.69	50.00	12.99	37.01	74.0%
00-16-1640-4710 OP-RC-LB-Special Events	18.00	125.00	0.00	125.00	100.0%
00-16-1640-4711 OP-RC-LB-Programs	400.65	1,100.00	201.42	898.58	81.7%
00-16-1640-4720 OP-RC-LB-Promotional	0.00	100.00	0.00	100.00	100.0%
Total Advertising and Special Events	768.83	1,985.00	723.21	1,261.79	63.6%
Office Equipment and Supplies:					
00-16-1640-4100 OP-RC-LB-Paper Supplies	101.46	250.00	41.67	208.33	83.3%
00-16-1640-4110 OP-RC-LB-Office Supplies	174.16	325.00	102.49	222.51	68.5%
00-16-1640-4113 OP-RC-LB-Computer Supplies	30.46	110.00	0.00	110.00	100.0%
00-16-1640-4117 OP-RC-LB-Health & Safety Supplies	181.60	450.00	0.00	450.00	100.0%
00-16-1640-4119 OP-RC-LB-Printer Supplies	343.95	600.00	576.42	23.58	3.9%
00-16-1640-4210 OP-RC-LB-Postage	239.36	325.00	195.78	129.22	39.8%
00-16-1640-4410 OP-RC-LB-Subscriptions	1,809.51	1,530.00	0.00	1,530.00	100.0%
00-16-1640-4430 OP-RC-LB-Films/Videos	850.00	850.00	425.00	425.00	50.0%
Total Office Equipment and Supplies	3,730.50	4,440.00	1,341.36	3,098.64	69.8%
Materials and Supplies:					
00-16-1640-4118 OP-RC-LB-Supplies	280.90	325.00	181.96	143.04	44.0%
00-16-1640-4711 OP-RC-LB-Programs	400.65	1,100.00	201.42	898.58	81.7%
00-16-1640-4600 OP-RC-LB-Materials	0.00	100.00	0.00	100.00	100.0%
Total Materials and Supplies	681.55	1,525.00	383.38	1,141.62	74.9%
Building Maintenance and Repairs:					
00-16-1640-4111 OP-RC-LB-Cleaning Supplies	190.06	250.00	192.72	57.28	22.9%
00-16-1640-5121 OP-RC-LB-Grounds Maintenance	233.89	500.00	237.99	262.01	52.4%
00-16-1640-5130 OP-RC-LB-Maint Bldg	1,330.00	2,500.00	2,923.92	-423.92	(17.0%)
00-16-1640-5131 OP-RC-LB-Cleaning	1,221.12	0.00	203.52	-203.52	0
00-16-1640-5340 OP-RC-LB-TCA UT Bldg Imp	1,246.56	2,200.00	0.00	2,200.00	100.0%
Total Building Maintenance and Repairs	4,221.63	5,450.00	3,558.15	1,891.85	34.7%

	2024	2025	2025	REMAINING	REMAINING
	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
Utilities:					
00-16-1640-3100 OP-RC-LB-Heat	1,791.51	3,600.00	0.00	3,600.00	100.0%
00-16-1640-3110 OP-RC-LB-Hydro	4,852.37	6,000.00	7,985.12	-1,985.12	(33.1%)
00-16-1640-3300 OP-RC-LB-Telephones	674.31	1,000.00	674.06	325.94	32.6%
00-16-1640-3320 OP-RC-LB-Internet Service	711.94	1,000.00	1,039.92	-39.92	(4.0%)
Total Utilities	8,030.13	11,600.00	9,699.10	1,900.90	16.4%
Equipment Purchases and Maintenance:					
00-16-1640-5360 OP-RC-LB-TCA UT Equip	358.45	500.00	0.00	500.00	100.0%
00-16-1640-5160 OP-RC-LB-Maint Equip	0.00	250.00	0.00	250.00	100.0%
00-16-1640-5162 OP-RC-LB-Fire Extinguisher Maint	0.00	50.00	0.00	50.00	100.0%
Total Equipment Purchases and Maintenance	358.45	800.00	0.00	800.00	100.0%
Computer Hardware and Software:					
00-16-1640-5170 OP-RC-LB-Maint CompHw	478.27	1,000.00	29.46	970.54	97.1%
00-16-1640-5180 OP-RC-LB-Maint CompSw	175.47	1,000.00	328.11	671.89	67.2%
00-16-1640-5370 OP-RC-LB-TCA UT CompHw	1,145.78	1,500.00	0.00	1,500.00	100.0%
Total Computer Hardware and Software	1,799.52	3,500.00	357.57	3,142.43	89.8%
Contracted Services:					
00-16-1640-3500 OP-RC-LB-Licensing	3,030.28	6,000.00	5,271.83	728.17	12.1%
00-16-1640-3900 OP-RC-LB-Other Contracts	152.64	600.00	76.32	523.68	87.3%
00-16-1640-3220 OP-RC-LB-Security	0.00	350.00	0.00	350.00	100.0%
00-16-1640-3800 OP-RC-LB-Audit Fees	0.00	1,100.00	0.00	1,100.00	100.0%
Total Contracted Services	3,182.92	8,050.00	5,348.15	2,701.85	33.6%
Financial Fees and Expenses:					
00-16-1640-7100 OP-RC-LB-Interest	3.19	10.00	0.00	10.00	100.0%
00-16-1640-7010 OP-RC-LB-Financial Fees	0.00	20.00	0.00	20.00	100.0%
Total Financial Fees and Expenses	3.19	30.00	0.00	30.00	100.0%
Insurance:					
00-16-1640-3400 OP-RC-LB-Insurance	4,629.96	5,092.96	5,552.28	-459.32	(9.0%)
Total Insurance	4,629.96	5,092.96	5,552.28	-459.32	(9.0%)
Interest Expense:					
00-16-1640-7100 OP-RC-LB-Interest	3.19	10.00	0.00	10.00	100.0%
Total Interest Expense	3.19	10.00	0.00	10.00	100.0%
Total Expenses	101,864.52	170,904.13	107,849.78	63,054.35	36.9%
Revenues					
Donations and Fundraising:					
00-16-1640-8890 OP-RC-LB-Fund Raising	-78.80	-104.04	0.00	-104.04	100.0%
00-16-1640-8900 OP-RC-LB-Donations	-388.00	-280.50	-127.45	-153.05	54.6%
00-16-1641-8900 OP-RC-LC-Donations	0.00	0.00	-1,500.00	1,500.00	0
Total Donations and Fundraising Grants	-466.80	-384.54	-1,627.45	1,242.91	(323.2%)
Infractions:					
00-16-1640-8180 OP-RC-LB-Infractions	-7.00	-408.00	-114.95	-293.05	71.8%
Total Infractions	-7.00	-408.00	-114.95	-293.05	71.8%
Other Revenues:					

	2024	2025	2025	REMAINING	REMAINING
	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
00-16-1640-8325 OP-RC-LB-Sales Photocopies	-57.05	-156.06	-140.40	-15.66	10.0%
00-16-1640-8880 OP-RC-LB-Other Revenues	-444.00	-26.01	0.00	-26.01	100.0%
00-16-1640-8320 OP-RC-LB-Sales	0.00	-26.01	0.00	-26.01	100.0%
Total Other Revenues	-501.05	-208.08	-140.40	-67.68	32.5%
Program Revenue:					
00-16-1640-8430 OP-RC-LB-Programs	-4.80	-75.00	0.00	-75.00	100.0%
Total Program Revenue	-4.80	-75.00	0.00	-75.00	100.0%
Total Revenues	-979.65	-1,075.62	-1,882.80	807.18	(75.0%)

Operating Reserve Transfers

Internal Transfers

Transfer to Capital:

00-16-1640-5198 OP-RC-LB-Internal Rentals	0.00	204.00	19.95	184.05	90.2%
Total Transfer to Capital	0.00	204.00	19.95	184.05	90.2%
Total Internal Transfers	0.00	204.00	19.95	184.05	90.2%
NET	100,884.87	170,032.51	105,986.93	64,045.58	37.7%



Report to: Library Board
From: Maggie Pearson
Date: September 2nd 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.

Overview:

- Scheduled and attended final strategic planning session, workshopped report of project to create first draft of DDPL's 2026-2030 strategic plan
- Facilities management: contracted repair for damaged iron railing to front door, purchased new lighting and scheduled replacement, hired and facilitated training of new library cleaner
- Held quarterly meeting with CAO to discuss facilities maintenance (including septic tank maintenance) HR services, and other mutual concerns
- Purchased stand alone drop box to establish library material return location in Warsaw Town Hall (2025 capital project)
- Sought quotes for non-fiction/ program room renovation for 2026 capital project
- Created 2026 budget draft together with Municipal Treasurer
- Met with Municipal Clerk and policy intern to discuss timeline and training for new content management system and library website redesign, prepared old website files for migration to new site
- Completed periodical audit and contracted new vendor for October start to updated periodical title collection
- Collections management: created orders for Fall/ Winter 2025 fiction and nonfiction purchases; managed cataloguing, weeding, etc. of general collection including the rotation of the Large Print Pool and DVD Pools

- 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
- Facilitated program delivery, developed August and September program calendar, staff and volunteer schedule and work plans including staff vacation coverage; continued summer program planning including Summer Reading Club. Scheduled fall library staff meeting
- Supported Art Gallery Committee in advertising and installing summer student show; attended studio tour with Committee Member Tina Fridgen to plan November/ December show and arts programming (see media coverage)

August media coverage:

Brian Nichols on the art of grief work

By Ramune Luminaire
Freelance columnist and published author.

Brian Nichols is packing and preparing for a three-day road trip to Newfoundland, where he spends five weeks every summer. "This is my thirteenth year in Change Islands and I love it there," he said, explaining that the small community is home to 120 people. "It's simple and I love the isolation and the ruggedness."

While there, Nichols lives in a tiny off-grid cabin with no electricity or running water, just feet from the ocean. "It's all about checking in with myself and recalibrating, finding my own rhythm again, which is not imposed on me by anyone or anything else," he said. "There's no media, no TV, no friends to email, no meetings to go to. Just space."

This is very different to Nichols' life in Peterborough, where he is supposedly a retired expressive arts therapist, psychotherapist and community artist. He stays busy facilitating sessions for One City Peterborough, supporting people

who are processing grief, trauma and social marginalization. He has also just finished five years of palliative work with cancer groups at the Brooksong Retreat Centre in Haliburton.

"I have never been frightened of death," he said matter-of-factly. "I spent ten years doing AIDS work in Africa, sometimes witnessing 15 deaths a week. Over the past few years I have invited a community of people who are also interested, and we host death cafés where we welcome conversations about death and dying. It's all about taking the fear and stigma out of death, but the most important thing is that we always serve cake!"

Nichols' biggest love is creating community through art-making, and he does that weekly at Artspace on Aylmer Street where he volunteers as a facilitator of One City's

drop-in Open Studio. "It's not about being a professional, or even a proficient artist. It's about playing with different materials to express what's going on for you," he said.

He emphasized that everyone is welcome at these gatherings. "Any age, every walk of life. Among the regulars, we have people who are unhoused and some on the spectrum of mental illness," Nichols said. "Most people have been coming for a number of years and we have become one big family."

When he isn't volunteering his time and expertise, Nichols makes art in his own studio overlooking the Otonabee. He is currently stitching

on squares made from a thick Hudson's Bay blanket that belonged to his grandmother, creating landscape scenes and abstract patterns, in-



cluding words like "sorrow makes us whole" and "no life is lived without loss."

The studio is alive with colour and texture with little houses hanging from the ceiling, along with collections of painted sticks, collages and paintings. Some of these works will be on display at an art show at the Douro Dummer Library in November, where Nichols will host a death café and art-making sessions for anyone who is interested.

Above: Brian Nichols in his studio. Left: Handmade patches by Brian Nichols. Photos by Ramune Luminaire.



Report to: Douro-Dummer Public Library Board**Subject:** Monthly Report – Stats June, July, August 2025**From:** Maggie Pearson, CEO**Dated:** September 2nd, 2025

	June 2025	July 2025	August 2025	August 2024
Books	450	694	563	612
Literacy Kits	1	2	2	2
Parks/ Museum Passes	7	8	7	Not Reported
Audiobooks	0	0	5	16
DVDs	30	39	20	39
InterLibrary Loans	3	7	8	4
Magazines	7	5	14	22
Public Computer Usage	46	44	77	44
Total Resource Usage (no e-resources)	544	799	696	740
Total E-Magazine Usage	200	234	225	Not Reported
Total E-Book usage	498	489	487	466
Total resource usage	1,242	1,522	1,408	1,206
Volunteer hours	28	52	25	7
Outreach Contacts	28	28	32	Not Reported
Library Visits in Person	288	554	451	306
Overdrive users	108	102	108	99
Program Attendance	152	134	83	94
New Library Patrons	6	13	7	15
Library Engagement	610	883	706	514

Ongoing Programming: JUNE: 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. JULY/ AUGUST: weekly storytime, weekly summer reading club, weekly scrabble club, twice monthly home school club, writing club, Death Café, 6 session family yoga program, Lego drop-in

Upcoming Programming: Weekly storytime, crafternoon, scrabble club, Italian club; twice monthly home school club, writers' group. Hospice Norwood info session, learn to crochet, Friends of the Library Culture Days

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 Wednesday evening family program. Seeking Scrabble program volunteer.

Upcoming holiday hours and staff holidays: The library will close for September 30th, National Day for Truth and Reconciliation



Report to: Library Board
From: Maggie Pearson
Date: September 4th, 2025

Synopsis of Report:

An outline of 2026 budget items that correspond to the Township of Douro-Dummer Public Library Board’s strategic priorities and align with the goal of meeting minimum standards for library services the township

Recommendation: That the Board approve the draft budget to be presented to Council

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. 3). The current budget allows for minimum standards to be met in five of the nine categories summarized. Categories in which minimum standards cannot yet 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 minimum standards for net library space.

A capital project to renovate the non-fiction/ program room area into open space for increased user seating/ program use would help meet minimum user seating standards.

The budget items outlined in Fig. 1 and Fig. 2 are applicable to meeting minimum staff complement standards and increasing hours of operation hours above the minimum standard.

Financial Impact:

Capital Project: \$15,000.00
Operating Scenario 1: \$11, 849.00
Operating Scenario 2: \$26, 484.00

Impact to Community:

Increased library operating hours, including evening hours

Relevant Strategic Priorities:

Priority 1. Spur Growth (Increase library’s visibility, grow active library membership)
Priority 2. Reimagine Space (Expand library operating hours to accommodate lifestyle, routines, and location of more residents)
Priority 4. Build Capacity

Fig. 1

**2026 Draft Budget
Proposed Library Schedule - Scenario 1 - Increase by 3 hours per Week**

This scenario would cost an additional \$11,849

	Mon	Tue	Wed	Thu	Fri	Sat	Total
Current Operating Hours		10-3	1-7	10-3	10-3	10-3	
Current Number of Hours		5	6	5	5	5	26
Proposed Operating Hours		10-3	12-7	12-7	10-3	10-3	
Proposed Number of Hours		5	7	7	5	5	29
Proposed Schedule							
Librarian (currently 25.5)	5	6	6	6	6		29
Library Assistant (currently 15)		7	4		5	3	18
Library Clerk (currently 14)			4	5		3	11

Current Annual Hours 1,352
Proposed Annual Hours 1,508
Additional hours needed 156

Fig. 2

Proposed Library Schedule - Scenario 2 - Increase by 7 hours per Week

This scenario would cost an additional \$14,636 on top of scenario 1 (\$26,484 from current budget)

	Mon	Tue	Wed	Thu	Fri	Sat	Total
Current Operating Hours		10-3	1-7	10-3	10-3	10-3	
Current Number of Hours		5	6	5	5	5	26
Proposed Operating Hours		10-3	10-7	10-7	10-3	10-3	
Proposed Number of Hours		5	9	9	5	5	33
Proposed Schedule							
Librarian	5	6	6	6	6		29
Library Assistant I		5	5	5			15
Library Assistant II			5	5	5		15
Library Clerk						5	5

Current Annual Hours 1,352
Proposed Annual Hours 1,716
Additional hours needed 364

Fig 3.

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

2026 Library Operating Budget - Draft as at September 9, 2025

	2025 Budget	2026 Budget - Draft	Change (\$)	Change (%)	Notes
Expenses					
Salaries and Wages	\$105,731	\$122,653	\$16,923	16.0%	\$9,576 of the increase to salaries and wages is due to a currently projected cost of living adjustment of 2.0% and the estimated progression in the salary grid for some employees. The remaining \$11,848 relates to the increase in hours related to expanding the operating hours to reach the objectives set out in the Strategic Plan.
Salaries and Wage Deductions	\$19,561	\$23,179	\$3,618	18.5%	
Travel and Training					
2500 - Travel Mileage	\$260	\$260	\$0	0.0%	
2601 - Membership Fees	\$640	\$640	\$0	0.0%	
2602 - Conference Expenses	\$1,530	\$1,530	\$0	0.0%	
2603 - Training	\$700	\$700	\$0	0.0%	
Travel and Training Total	\$3,130	\$3,130	\$0	0.0%	
Contracted Services					
3100 - Heat	\$3,600	\$3,600	\$0	0.0%	
3110 - Hydro	\$6,000	\$6,000	\$0	0.0%	
3220 - Security	\$350	\$350	\$0	0.0%	
3300 - Telephone	\$1,000	\$1,000	\$0	0.0%	
3320 - Internet Service	\$1,000	\$1,000	\$0	0.0%	
3400 - Insurance	\$5,093	\$6,108	\$1,015	19.9%	Based on estimated increase of 10% increase from 2025 actuals.
3500 - Licensing	\$6,000	\$6,000	\$0	0.0%	
3900 - Other Contracts	\$600	\$600	\$0	0.0%	
3800 - Audit Fees	\$1,100	\$1,100	\$0	0.0%	
Contracted Services Total	\$24,743	\$25,758	\$1,015	4.1%	
Materials and Supplies					
4100 - Paper Supplies	\$250	\$250	\$0	0.0%	
4110 - Office Supplies	\$325	\$325	\$0	0.0%	
4111 - Cleaning Supplies	\$250	\$250	\$0	0.0%	
4113 - Computer Supplies	\$110	\$110	\$0	0.0%	
4117 - Health & Safety Supplies	\$450	\$450	\$0	0.0%	
4118 - Supplies	\$325	\$325	\$0	0.0%	
4119 - Printer Supplies	\$600	\$600	\$0	0.0%	
4210 - Postage	\$325	\$325	\$0	0.0%	

