



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

Wednesday, October 15, 2025, 4:00 p.m.

	Pages
1. Call to Order	
2. Disclosure of any Pecuniary Interest	
3. Approval of September 9, 2025 Minutes	1
4. Business Arising from Minutes:	
4.1 Friends of the Library	
4.2 Art Gallery Committee	
5. Financial Report Dated September 30, 2025	5
6. Librarian Reports:	
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7. New Business:	
7.1 Board Assembly Attendance	
7.2 OLS Virtual Conference Attendance	
8. Correspondence	
9. Closed Session	
10. Adjournment	
11. Next Meeting:	

(DRAFT)

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

September 9, 2025, 4:00 PM

Present:

**Darla Milne
Georgia Gale-Kidd
Diane Bonner
Tina Fridgen
Shelagh Landsman**

Staff Present

**Maggie Pearson
Jijo Joshy**

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 June 10, 2025 Minutes

Resolution Number 27-2025

Moved by: Dianne Bonner

Seconded by: Tina Fridgen

That the June 10, 2025 draft minutes be approved.

Carried

4. Business Arising from Minutes:

4.1 Friends of the Library

Verbal Report from Georgia Gale-Kidd: The Friends of the Library have completed their accessible pathway through the back yard of the library using funds raised from the annual plant and book sale; next steps include procuring a bench. Fall programming includes annual Culture Days Festival at Warsaw Town Hall with the theme "Stretching Your Food Dollar". Library staff will attend with a pop-up library to do outreach in Warsaw. Regular Friends of the Library program development (Speaker Series) for winter 2026 under way.

4.2 Art Gallery Committee

Verbal Report from Tina Fridgen: Winners selected, contacted for the youth art show. Current show by Lakefield Creative Arts Group installed; Brian Nichols booked for next show running November - December. The Art Gallery Committee is currently processing three more applications for Winter/ Spring 2026 shows.

4.3 Strategic Planning Committee

4.3.1 2026-2030 Strategic Plan Draft

Resolution Number 28-2025

Moved by: Darla Milne

Seconded by: Diane Bonner

That these committee reports be accepted for information.

Carried

Resolution Number 29-2025

Moved by: Diane Bonner

Seconded by: Tina Fridgen

That the DDPL 2026-2030 Strategic Plan be published with minor revisions, and that the CEO present the plan at the October 7th Council meeting.

Carried

5. Financial Report Dated August 31, 2025

Resolution Number 30-2025

Moved by: Darla Milne

Seconded by: Tina Fridgen

That the financial report be accepted for information.

Carried

6. Librarian Reports:

6.1 Report to Board: Operations and Projects

6.2 Report to Board: Stats June, July & August 2025

6.3 Report to Board: 2026 Budget

Resolution Number 31-2025

Moved by: Darla Milne

Seconded by: Tina Fridgen

That these Librarian reports be accepted for information.

Carried

7. New Business:

7.1 2026 Budget First Draft

Resolution Number 32-2025

Moved by: Tina Fridgen

Seconded by: Darla Milne

That the 2026 draft budget (incorporating scenario 1 from the Librarian's 2026 budget report) be approved for Council presentation.

Carried

8. Correspondence

9. Closed Session

10. Adjournment

Resolution Number 33-2025

Moved by: Darla Milne

That the meeting be adjourned at 4:52 PM

Carried

11. Next Meeting:

Wednesday October 15th 2025 in the library

Chair, Georgia Gale-Kidd

Secretary, Maggie Pearson

Financial Report as at:
Tuesday, September 30, 2025

	Library		2025	REMAINING	REMAINING
	2024	2025			
	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
Expenses					
Salaries & Wages:					
00-16-1640-1001 OP-RC-LB-Wages PT	62,131.67	97,898.65	68,838.55	29,060.10	29.7%
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	2,752.76	3,915.95	3,107.21	808.74	20.7%
00-16-1640-1201 OP-RC-LB-Stat Pay PT	3,078.34	3,915.95	3,271.67	644.28	16.5%
00-16-1640-2001 OP-RC-LB-CPP PT	3,337.33	4,991.97	3,599.55	1,392.42	27.9%
00-16-1640-2051 OP-RC-LB-EI PT	1,579.31	2,251.67	1,729.36	522.31	23.2%
00-16-1640-2101 OP-RC-LB-EHT PT	1,325.27	1,909.02	1,468.67	440.35	23.1%
00-16-1640-2201 OP-RC-LB-WSIB PT	2,324.27	2,936.96	2,704.01	232.95	7.9%
00-16-1640-2301 OP-RC-LB-OMERS PT	5,446.33	7,471.00	5,581.92	1,889.08	25.3%
Total Salaries & Wages	81,975.28	125,291.17	90,404.14	34,887.03	27.8%
Professional Development and Memberships:					
00-16-1640-2500 OP-RC-LB-Travel Mileage	141.83	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	1,150.33	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	81.79	43.21	34.6%
00-16-1640-4711 OP-RC-LB-Programs	742.47	1,100.00	674.39	425.61	38.7%
00-16-1640-4720 OP-RC-LB-Promotional	0.00	100.00	0.00	100.00	100.0%
Total Advertising and Special Events	1,110.65	1,985.00	1,277.97	707.03	35.6%
Office Equipment and Supplies:					
00-16-1640-4100 OP-RC-LB-Paper Supplies	131.94	250.00	67.59	182.41	73.0%
00-16-1640-4110 OP-RC-LB-Office Supplies	174.16	325.00	136.05	188.95	58.1%
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	288.99	325.00	204.41	120.59	37.1%
00-16-1640-4410 OP-RC-LB-Subscriptions	1,879.34	1,530.00	1,243.54	286.46	18.7%
00-16-1640-4430 OP-RC-LB-Films/Videos	850.00	850.00	425.00	425.00	50.0%
Total Office Equipment and Supplies	3,880.44	4,440.00	2,653.01	1,786.99	40.2%
Materials and Supplies:					
00-16-1640-4118 OP-RC-LB-Supplies	280.90	325.00	216.18	108.82	33.5%
00-16-1640-4600 OP-RC-LB-Materials	0.00	100.00	37.62	62.38	62.4%
00-16-1640-4711 OP-RC-LB-Programs	742.47	1,100.00	674.39	425.61	38.7%
Total Materials and Supplies	1,023.37	1,525.00	928.19	596.81	39.1%
Building Maintenance and Repairs:					
00-16-1640-4111 OP-RC-LB-Cleaning Supplies	190.06	250.00	282.13	-32.13	(12.9%)
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	1,513.17	2,500.00	4,541.91	-2,041.91	(81.7%)
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	369.39	1,830.61	83.2%
Total Building Maintenance and Repairs	4,404.80	5,450.00	5,634.94	-184.94	(3.4%)

	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	5,225.76	6,000.00	8,438.06	-2,438.06	(40.6%)
00-16-1640-3300 OP-RC-LB-Telephones	867.18	1,000.00	869.20	130.80	13.1%
00-16-1640-3320 OP-RC-LB-Internet Service	860.50	1,000.00	1,337.04	-337.04	(33.7%)
Total Utilities	8,744.95	11,600.00	10,644.30	955.70	8.2%
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	253.34	746.66	74.7%
00-16-1640-5180 OP-RC-LB-Maint CompSw	197.34	1,000.00	371.85	628.15	62.8%
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	1,821.39	3,500.00	625.19	2,874.81	82.1%
Contracted Services:					
00-16-1640-3500 OP-RC-LB-Licensing	3,106.60	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	3,259.24	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	112,365.24	170,904.13	124,456.76	46,447.37	27.2%
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	-129.55	-150.95	53.8%
00-16-1641-8900 OP-RC-LC-Donations	0.00	0.00	-1,500.00	1,500.00	0
Total Donations and Fundraising	-466.80	-384.54	-1,629.55	1,245.01	(323.8%)
Grants					
Infractions:					
00-16-1640-8180 OP-RC-LB-Infractions	-7.00	-408.00	-191.95	-216.05	53.0%
Total Infractions	-7.00	-408.00	-191.95	-216.05	53.0%
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	-152.15	-3.91	2.5%
00-16-1640-8880 OP-RC-LB-Other Revenues	-444.00	-26.01	-23.80	-2.21	8.5%
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	-175.95	-32.13	15.4%
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	-1,997.45	921.83	(85.7%)
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	111,385.59	170,032.51	122,479.26	47,553.25	28.0%



Report to: Library Board
From: Maggie Pearson
Date: October 8th 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:

- Attended training on new website content management system, worked on architecture, content, and user experience in advance of new website live date (now October 15th)
- Completed public document of Strategic Plan incorporating Board feedback; presented to Council at October 7th meeting
- Began re-brand of library communications and marketing materials including new library logo designed by Board member Tina Fridgen
- Met with Watersheds Canada representative to compile material for funding applications with the goal of bringing Nature Discovery Backpack program to Douro-Dummer in Spring 2026 (to expand our Library of Things)
- Met with Asphodel-Norwood and Trent Lakes Libraries CEOs to develop Township Humanities program for Spring and Fall of 2026 (in partnership with the Trent University Humanities Department)
- Completed and submitted annual Public Library Operating Grant application
- Collections management: 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
- Facilitated program delivery, developed October and November program calendar, staff and volunteer schedule and work plans including staff vacation coverage; facilitated September staff meeting

Report to: Douro-Dummer Public Library Board

Subject: Monthly Report – Stats September 2025

From: Maggie Pearson, CEO

Dated: Oct 1st, 2025

Recommendation: That the report be accepted for information

	July 2025	August 2025	September 2025	September 2024
Books	694	563	409	501
Literacy Kits	2	2	2	2
Parks/ Museum Passes	8	7	2	Not Reported
Audiobooks	0	5	2	11
DVDs	39	20	26	30
InterLibrary Loans	7	8	9	19
Magazines	5	14	7	17
Public Computer Usage	44	77	29	42
Total Resource Usage (no e-resources)	799	696	486	623
Total E-Magazine Usage	234	225	221	Not Reported
Total E-Book usage	489	487	465	419
Total resource usage	1,522	1,408	1,172	1,042
Volunteer hours	52	25	26	17
Outreach Contacts	28	32	12	Not Reported
Library Visits in Person	554	451	299	254
Overdrive users	102	108	102	94
Program Attendance	134	83	143	72
New Library Patrons	13	7	5	3
Library Engagement	883	706	587	440

Ongoing Programming: Weekly: Storytime, family art drop-In, Italian conversation club, crafternoon, scrabble squad, life skills program, class visits. Twice monthly: homeschool club, writing club

Upcoming Programming: “Full Circle: Birth to Death with Living In Between” with Brian Nichols, including guest facilitation for the November death café and two art workshops. Friends of the Library Winter Wreath and Planter Workshop. New: Adult Folk Art class series, Learn to Crochet series running two more classes

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 development and delivery of the Family Art Drop-In Program

Upcoming holiday hours and staff holidays: Thanksgiving will not affect library service/ staff hours