



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

Tuesday, February 11, 2025, 4:00 p.m.

	Pages
1. Call to Order	
2. Disclosure of any Pecuniary Interest	
3. Approval of December 10, 2024 Minutes	1
4. Business Arising from Minutes:	
4.1 Friends of the Library	
4.2 Art Gallery Committee	
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7. New Business:	
7.1 Strategic Plan	
8. Correspondence	
9. Closed Session	
10. Adjournment	
11. Next Meeting:	

(DRAFT)

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

December 10, 2024, 4:00 PM

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

Staff Present **Library CEO Maggie Pearson**
 Treasurer Paul Creamer

1. Call to Order

With a quorum of the Board being present, the Secretary called the meeting to order at 4:03 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 November 12, 2024 Minutes

Resolution Number 49-2024

Moved by: Darla Milne

Seconded by: Diane Bonner

That the November 12, 2024 draft minutes be approved.

Carried

4. Business Arising from Minutes:

4.1 Friends of the Library

Verbal report from Georgia Gale-Kidd: the Friends are still finalizing their 2025 programming, however have booked Carolyn Gibbs to run a dryer ball felting workshop for the third weekend in January.

4.2 Art Gallery Committee

Verbal report from Tina Fridgen: The Fundraising Auction and Art Show was successfully launched and there are some bids on the online auction site. The committee is hoping more bids will come in at the open house scheduled for December 14th, 2024. The Sheehan family has been invited.

Resolution Number 50-2024

Moved by: Tom Watt

Seconded by: Diane Bonner

That these committee reports be accepted for information.

Carried

Resolution Number 51-2024

Moved by: Darla Milne

Seconded by: Diane Bonner

That the funds raised by the online auction be managed on behalf of the Library Board by Board member Tina Fridgen.

Carried

5. Financial Reports:

5.1 Budget to Actuals Dated Dec 2, 2024

5.2 Draft 2025 Budget

Resolution Number 52-2024

Moved by: Diane Bonner

Seconded by: Darla Milne

That these financial reports be accepted for information and that,
The Draft 2025 budget be presented to Council as is, with the addition of a capital project dedicated to a strategic plan, staffed as outlined in Option 1 of Report to Board: Staff and Service Hours.

Carried

6. Librarian Reports:

6.1 Report to Board: Staff and Service Hours

6.2 Report to Board: Stats November 2024

6.3 Report to Board: Operations and Projects

Resolution Number 53-2024

Moved by: Tina Fridgen

Seconded by: Tom Watt

That these librarian's reports be accepted for information.

Carried

7. New Business

8. Correspondence:

8.1 Ontario Library Service Re: Strategic Plan Contract

Resolution Number 54-2024

Moved by: Darla Milne

Seconded by: Diane Bonner

That the CEO confirm the consultation process and report the contract timeline back to the Board at next meeting.

Carried

9. Closed Session

10. Adjournment:

Resolution Number 55-2024

Moved by: Darla Milne

That the meeting be adjourned at 5:09 PM

Carried

11. Next Meeting:

Tuesday, February 11, 2024

Chair, Georgia Gale-Kidd

Secretary, Maggie Pearson

TOWNSHIP OF DOURO-DUMMER							
Library							
OPERATING & CAPITAL							
Tuesday, December 31, 2024							
	2023	2023	2023	2024	2024	REMAINING	REMAINING
	Budget	Annual Actual	YTD Actual	Budget	YTD Actual	Budget (\$)	Budget (%)
Expenses							
Salaries & Wages	\$107,230.54	\$104,171.29	\$104,171.29	\$114,638.71	\$112,328.58	\$2,310.13	2.00%
Mileage & Travel	2,990.00	2,147.56	2,147.56	3,090.00	2,433.57	656.43	21.20%
Other Expenses	4,200.00	23,467.44	23,467.44	4,200.00	2,750.79	1,449.21	34.50%
Contracted Services	18,806.48	22,373.82	22,373.82	21,969.55	19,075.27	2,894.28	13.20%
Material & Supplies	6,900.00	6,440.41	6,440.41	7,000.00	6,225.11	774.89	11.10%
Repairs & Maintenance	6,004.00	20,308.50	20,308.50	6,104.00	8,277.48	-2,173.48	-35.60%
Minor Capital	4,200.00	3,901.26	3,901.26	4,200.00	2,750.79	1,449.21	34.50%
Other Expenses	30	29	29	30	6.37	23.63	78.80%
Total Expenses	150,361.02	182,839.28	182,839.28	161,232.26	153,847.96	7,384.30	4.60%
Revenues							
Grants	-14,000.00	-2,695.00	-2,695.00	-14,000.00	-1,751.88	-12,248.12	87.50%
Permits & Fees	-408	-174	-174	-408	-25	-383	93.90%
Sales Revenue	-182.07	-83.9	-83.9	-182.07	-110.65	-71.42	39.20%
Other Revenue	-485.55	-806.1	-806.1	-485.55	-946.25	460.7	-94.90%
Total Revenues	-15,075.62	-3,759.00	-3,759.00	-15,075.62	-2,833.78	-12,241.84	81.20%
NET	135,285.40	179,080.28	179,080.28	146,156.64	151,014.18	-4,857.54	-3.30%

Report to: Douro-Dummer Public Library Board

Subject: Monthly Report – December 2024, January 2025

From: Maggie Pearson, CEO

Dated: February 1st 2025

	November 2024	December 2024	December 2023	January 2025	January 2024
Books	631	448	505	635	673
Literacy Kits	1	3	0	1	1
Book and CD (Jkit)	2	1	0	1	1
Audiobooks	6	3	0	5	0
DVDs	40	35	16	62	25
InterLibrary Loans	10	7	20	18	32
Magazines	16	9	10	19	2
Public Computer Usage	51	32	28	49	27
Total Resource Usage (no e-resources)	757	538	579	790	761
Total E-Book usage	420	437	477	491	533
Total resource usage	1,177	975	1056	1281	1294
Volunteer hours	16	9	10	19	17
Outreach Contacts	N/A	N/A	N/A	N/A	N/A
Library Visits in Person	337	239	217	379	269
Overdrive users	97	96	99	110	98
Program Attendance	240	156	106	161	143
New Library Patrons	9	1	10	10	22
Library Engagement	699	501	442	679	532

Ongoing Programming:

Weekly Storytime, Weekly Family Art Drop-In, Weekly Italian Conversation Club, Weekly Life Skills Program, Monthly Homeschool Club, Biweekly Writing Club, Adult Book Club; regular class visits.

Upcoming Programming: Friends of the Library Speaker Series (Night Witches), Blind Date with a Book, Drop-in Board Games, 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:

Family Day does not affect library service hours



Report to: Library Board
From: Maggie Pearson
Date: February 5th, 2025

Synopsis of Report: Monthly Update on Operations and Projects

- Presented Board approved 2025 library budget to Council; attended working session with staff and Council
- Created and submitted grant application for the 2025 Summer Employment Opportunities Program, (Formerly Summer Experience Program) for a 2025 summer student
- Explored staff options for library cleaning and maintenance through 2025, staffing library cleaning and maintenance with parks and rec began January 9th, 2025
- Managed facilities maintenance including snow removal and building access in inclement weather together with maintenance staff
- Attended annual Ontario Library Association conference. Sessions included: Social Impact Study: An Innovative Approach to Measuring the Value of Library Services, Power Plays and Public Purpose: Municipal Councils and Library Boards, Dollars and Stories: Leveraging Social Return on Investment for Public Libraries (OLS VOLT)
- 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
- Delivered staff six-month performance review
- Facilitated program delivery, developed February, March program calendar, staff schedule and staff work plans
- Managed Peterborough Social Services County Hubs room bookings and facilitated access