



Report to: Library Board
From: Maggie Pearson
Date: November 5th, 2024

Synopsis of Report:

An outline of 2025 budget items that correspond to the Township of Douro-Dummer Public Library Board's goal of meeting minimum standards for public library services in Ontario

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 1.) The current budget allows for minimum standards to be met in five of the nine categories summarized. Categories in which minimum standards cannot 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 Net Library Space and User Seating standards; the budget items outlined in Fig 2. are applicable to meeting Staff Complement standards.

Financial Impact:

Increasing the budget for Staff Complement from the current 1.4 Full Time Employee (FTE) to 1.9 FTE would cost \$15,594.85. (minimum standard for two small branches is 2 FTE and for one medium branch is 2.5 FTE)

Impact to Community:

Increased program development, delivery, and quality; increased service hours to community, whether in new location or current

Relevance to Action Plan:

Goal 1: Improve service to community; Outcome 1.3: Increase staff capacity through increased staff hours

Fig 1.

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

Fig 2.

	Current	Proposed	Financial Impact
Librarian	25 hours per week for 49 weeks = 1225 annual hours	27 hours per week for 48 weeks = 1296 annual hours	\$4,305.36
Library Assistant	15 hours per week for 49 weeks = 735 annual hours	18 hours per week for 49 weeks = 882 annual hours	\$4,844.32
Library Clerk	15 hours per week for 49 weeks = 735 annual hours	20 hours per week for 49 weeks = 980 annual hours	\$6,445.17
Total			\$15,594.85