West Grey

**West Grey Public Library Board**

**Mission Statement: The West Grey Library offers resources and services inclusive for all.**

This is an online meeting

We are using the ZOOM meeting software

To join the meeting through your computer (or smartphone with the ZOOM app) go to: https://us02web.zoom.us/j/89286966218?pwd=RzFRWlpScHBWdmt4akdHR0FLK08rUT09

Join Zoom Meeting
If you prefer to phone in and listen live
Dial. +1 647 558 0588 Canada (long distance charges to Toronto may apply)

**If prompted, enter the meeting ID** 892 8696 6218 and **Passcode:** 762544

**Agenda**

September 8, 2021 7pm

1. Call to Order
2. Approval of Agenda

   Moved by and seconded by THAT the West Grey Library Board approves the agenda.

3. Declaration of Pecuniary Interest or Conflict of Interest
4. Correspondence
5. Consent Agenda
   a. Adopt previous minutes – June 9, 2021
   b. Accounts Payable – A/P Voucher June V06 $6,684.44, July V07 $6,049.72, August V08 $9,626.81
   Recommendation: Be it hereby resolved that the West Grey Public Library Board adopt items A to B on the consent agenda.

   Moved by and seconded by THAT the West Grey Library Board adopt items A to B on the consent agenda.

6. Librarian' s report
7. Matters arising from the minutes
8. Report from Council members'
9. Other business

a. 2022 draft budget

10. Open Discussion (15 min)

11. Next Meeting – Wednesday October 13, 2021 7pm

12. Adjournment

Zoom Meeting Participant Functions:

Using a computer

1. Click on the icon labelled participants on the Zoom Menu Bar. (If you don't see the menu bar move your mouse slightly, and the bar will appear).
2. The white participants box that appears after you do Step 1 has a raise hand command at the bottom, just click that to raise your hand.
3. When prompted, click raise hand if you have a question or comment.
4. Lower it by clicking the same button, now labelled lower hand.

Using a tablet or cellphone app

1. Click participants.
2. Choose more at the bottom of the participants' screen.
3. Choose raise hand.
4. The hand icon will turn blue, and the text below it will switch to say lower hand while your hand is raised.

Using telephone

1. To join a meeting via telephone, dial: 1-647-558-0588 and enter the meeting ID provided (long-distance charges to Toronto may apply). Press *9 to raise your hand.

**West Grey Public Library Board Minutes**

June 9, 2021
West Grey Public Library - Virtual

Present: Malcolm Beddoe, Stephen Townsend, Les Bridgen, Michele Humphrey, Beth Hamilton, Boyde Colwell, Elizabeth Murray, Kim Storz, CEO

**Call to Order**

The Chair called the meeting to order at 7:05 pm

**Moved by Malcom Beddoe and seconded by Boyde Colwell it hereby be resolved that the West Grey Public Library Board approve the agenda. Motion carried.**

**Declaration of Pecuniary Interest or Conflict of Interest**
It is recorded that there were no declarations of pecuniary or conflict of interest or the general nature thereof.

**Delegation**
None.

**Consent Agenda**

a. Adopt previous minutes– May 2021
b. Accounts Payable –May 2021

**Moved by Stephen Townsend and seconded by Beth Hamilton it hereby be resolved the West Grey Public Library Board adopt items A and B on the consent agenda.**
**Motion carried.**

**Librarian's Report-** CEO presented report to Board.
Curb side pick-up remains an option for all branches.
New flooring to be installed in Durham Branch.
Weekly Library update is being provided to West Grey Council.

**Moved by Elizabeth Murray and seconded by Boyde Colwell to receive the Librarian's Report for June 2021.**
**Motion carried.**

**Correspondence – None**

**Matters arising from the Minutes- None**

**Report from Council members**
Ontario Municipal Association Conference sessions on libraries and potential funding options

## West Grey Public Library Board Minutes

June 9, 2021

West Grey Public Library - Virtual

**Other business**

Received resignation letter from Board Member Les Bridgen as he is moving out of the area.

**Moved by Elizabeth Murray and seconded by Beth Hamilton that West Grey Public Library Board enter Closed Session to discuss personal matters about an identifiable individual at 7:56 pm.**
**Motion carried.**

**Moved by Beth Hamilton and seconded by Elizabeth Murray that West Grey Public Library Board ended Closed Session at 8:17 pm.**
**Motion carried.**

**Open Discussion**

In the Fall 2021 the Policy Committee will review the Performance Review form.
Succession planning needs to happen in Fall 2021.

**Next Meeting T**he West Grey Public Library Board will be notified before September 8, 2021 at 7 pm as to whether the meeting will be in person or held vla Zoom, dependent upon COVID-19 Public Health rules.

**Adjournment:** Motion to adjourn at 8:30 pm moved by Elizabeth Murray.

Chair ______________________ Date ______________________

For Period Ending 30-Sep-2021

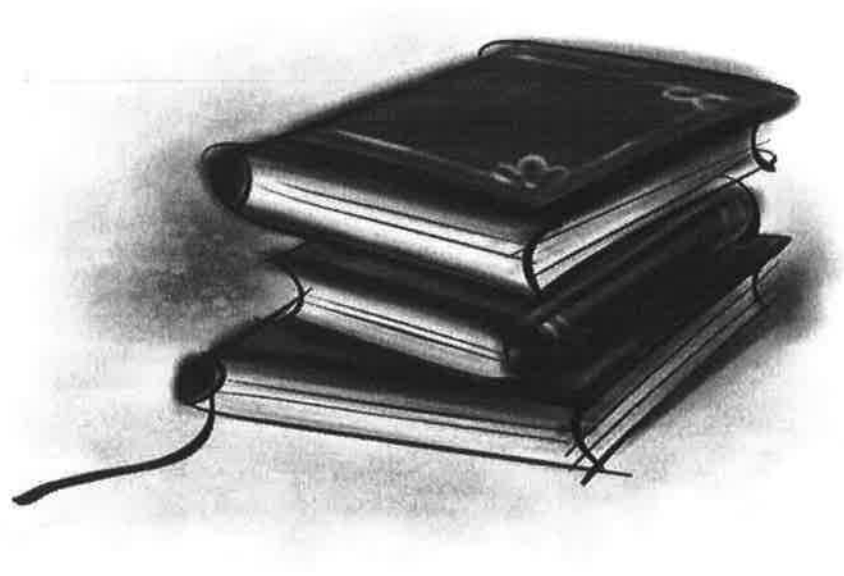
| | CURRENT YEAR TO DATE | CURRENT BUDGET | VARIANCE $ | VARIANCE % |
|---|---|---|---|---|
| **LIBRARY** | | | | |
| **OPERATING REVENUES** | | | | |
| Transfer from Reserves | 0.00 | (6,000.00) | (6,000.00) | 0.00 |
| Grants Province | 0.00 | (24,190.00) | (24,190.00) | 0.00 |
| Interest Revenue | (22.98) | 0.00 | 22.98 | 0.00 |
| Prov Revenue - Connectivity | (695.70) | (800.00) | (104.30) | 0.87 |
| Donations | (1,742.65) | 0.00 | 1,742.65 | 0.00 |
| Library Revenue | (256.57) | (1,250.00) | (993.43) | 0.21 |
| Service Fees Revenue | (499.25) | (1,250.00) | (750.75) | 0.40 |
| Fines Revenue | (95.60) | (1,250.00) | (1,154.40) | 0.08 |
| Total OPERATING REVENUES | (3,312.75) | (34,740.00) | (31,427.25) | 0.10 |
| **OPERATING EXPENSES** | | | | |
| Wages | 156,888.29 | 258,633.00 | 101,744.71 | 0.61 |
| Benefits | 32,837.32 | 55,107.00 | 22,269.68 | 0.60 |
| Materials & Supplies | 1,025.83 | 1,500.00 | 474.17 | 0.68 |
| Office Supplies | 1,337.18 | 1,000.00 | (337.18) | 1.34 |
| Volunteer Recognition | 420.55 | 300.00 | (120.55) | 1.40 |
| General Memberships | 100.00 | 400.00 | 300.00 | 0.25 |
| Advertising | 672.79 | 1,000.00 | 327.21 | 0.67 |
| Building Maintenance | 3,051.19 | 5,000.00 | 1,948.81 | 0.61 |
| Mileage/Courier | 138.96 | 1,000.00 | 861.04 | 0.14 |
| Copier Lease | 1,327.95 | 1,800.00 | 472.05 | 0.74 |
| Program Development | 3,011.80 | 2,500.00 | (511.80) | 1.20 |
| ILLO Expense | 213.41 | 700.00 | 486.59 | 0.30 |
| Overdrive/E-Books | 6,165.31 | 4,000.00 | (2,165.31) | 1.54 |
| KOHA Support | 4,972.00 | 4,600.00 | (372.00) | 1.08 |
| IT Support | 2,571.39 | 2,500.00 | (71.39) | 1.03 |
| Equipment Maintenance | 2,025.99 | 4,000.00 | 1,974.01 | 0.51 |
| Auotmation - Patrons | 1,734.53 | 4,000.00 | 2,265.47 | 0.43 |
| Book Processing Fee | 1,875.03 | 3,000.00 | 1,124.97 | 0.63 |
| Books | 12,445.75 | 24,000.00 | 11,554.25 | 0.52 |
| Videos | 410.89 | 1,000.00 | 589.11 | 0.41 |
| Periodicals | 272.29 | 1,000.00 | 727.71 | 0.27 |
| Conference/Training | 279.84 | 4,000.00 | 3,720.16 | 0.07 |
| Security | 812.60 | 1,400.00 | 587.40 | 0.58 |
| Library Board | 0.00 | 3,400.00 | 3,400.00 | 0.00 |
| Total OPERATING EXPENSES | 234,590.89 | 385,840.00 | 151,249.11 | 0.61 |
| **BRANCH EXPENSES** | | | | |
| ELMWOOD BRANCH EXPENSES | 111.86 | 50.00 | (61.86) | 2.24 |
| NEUSTADT BRANCH EXPENSES | 5,341.47 | 7,200.00 | 1,858.53 | 0.74 |
| NORMANBY BRANCH EXPENSES | 4,221.53 | 7,300.00 | 3,078.47 | 0.58 |
| DURHAM BRANCH EXPENSES | 11,836.73 | 16,500.00 | 4,663.27 | 0.72 |
| Total BRANCH EXPENSES | 21,511.59 | 31,050.00 | 9,538.41 | 0.69 |
| Total LIBRARY | 252,789.73 | 382,150.00 | 129,360.27 | 0.66 |

| | CURRENT YEAR TO DATE | CURRENT BUDGET | VARIANCE $ | VARIANCE % |
|---|---|---|---|---|
| **LIBRARY** | | | | |
| **OPERATING REVENUES** | | | | |
| **Transfer from Reserves** | | | | |
| 2-4-4000-3076 Transfer From Reserves | 0.00 | (6,000.00) | (6,000.00) | 0.00 |
| Total Transfer from Reserves | 0.00 | (6,000.00) | (6,000.00) | 0.00 |
| **Grants Province** | | | | |
| 2-4-4000-5300 Grants Province | 0.00 | (24,190.00) | (24,190.00) | 0.00 |
| Total Grants Province | 0.00 | (24,190.00) | (24,190.00) | 0.00 |
| **Interest Revenue** | | | | |
| 2-4-0500-6420 Library West Grey Int/Investments | (22.98) | 0.00 | 22.98 | 0.00 |
| Total Interest Revenue | (22.98) | 0.00 | 22.98 | 0.00 |
| **Prov Revenue - Connectivity** | | | | |
| 2-4-4000-5310 Lib Prov Revenue - Connectivity | (695.70) | (800.00) | (104.30) | 0.87 |
| Total Prov Revenue - Connectivity | (695.70) | (800.00) | (104.30) | 0.87 |
| **Donations** | | | | |
| 2-4-2000-5350 Library Donations Neustadt | (920.00) | 0.00 | 920.00 | 0.00 |
| 2-4-3000-5350 Library Donations Normanby | (0.25) | 0.00 | 0.25 | 0.00 |
| 2-4-4000-5350 Library Donations Durham | (592.40) | 0.00 | 592.40 | 0.00 |
| 2-4-5000-5350 Lib. Brd Rev.-Child.Prog. Donations | (230.00) | 0.00 | 230.00 | 0.00 |
| Total Donations | (1,742.65) | 0.00 | 1,742.65 | 0.00 |
| **Library Revenue** | | | | |
| 2-4-4000-5410 Library Revenue Durham | (256.57) | (1,250.00) | (993.43) | 0.21 |
| Total Library Revenue | (256.57) | (1,250.00) | (993.43) | 0.21 |
| **Service Fees Revenue** | | | | |
| 2-4-3000-5411 Library Rev Service Fees Normanby | (22.75) | 0.00 | 22.75 | 0.00 |
| 2-4-4000-5411 Library Rev Service Fees Durham | (476.50) | (1,250.00) | (773.50) | 0.38 |
| Total Service Fees Revenue | (499.25) | (1,250.00) | (750.75) | 0.40 |
| **Fines Revenue** | | | | |
| 2-4-2000-5412 Library Revenue Fines Neustadt | (1.10) | 0.00 | 1.10 | 0.00 |
| 2-4-4000-5412 Library Revenue Fines Durham | (94.50) | (1,250.00) | (1,155.50) | 0.08 |
| Total Fines Revenue | (95.60) | (1,250.00) | (1,154.40) | 0.08 |
| Total OPERATING REVENUES | (3,312.75) | (34,740.00) | (31,427.25) | 0.10 |
| **OPERATING EXPENSES** | | | | |
| **Wages** | | | | |
| 2-5-4000-1010 Lib Wages Durham | 156,888.29 | 258,633.00 | 101,744.71 | 0.61 |
| Total Wages | 156,888.29 | 258,633.00 | 101,744.71 | 0.61 |
| **Benefits** | | | | |
| 2-5-4000-1015 Lib Benefits Durham | 32,837.32 | 55,107.00 | 22,269.68 | 0.60 |
| Total Benefits | 32,837.32 | 55,107.00 | 22,269.68 | 0.60 |
| **Materials & Supplies** | | | | |
| 2-5-4000-2010 Lib Durham FOL Supplies | 610.56 | 0.00 | (610.56) | 0.00 |
| 2-5-4000-2029 Library COVID Expenses | 415.27 | 1,500.00 | 1,084.73 | 0.28 |

| | CURRENT YEAR TO DATE | CURRENT BUDGET | VARIANCE $ | VARIANCE % |
|---|---|---|---|---|
| **LIBRARY** | | | | |
| Total Materials & Supplies | 1,025.83 | 1,500.00 | 474.17 | 0.68 |
| **Office Supplies** | | | | |
| 2-5-4000-2011 Lib Office Supplies Durham | 1,337.18 | 1,000.00 | (337.18) | 1.34 |
| Total Office Supplies | 1,337.18 | 1,000.00 | (337.18) | 1.34 |
| **Volunteer Recognition** | | | | |
| 2-5-4000-2012 Volunteer Recognition Durham | 420.55 | 300.00 | (120.55) | 1.40 |
| Total Volunteer Recognition | 420.55 | 300.00 | (120.55) | 1.40 |
| **General Memberships** | | | | |
| 2-5-4000-2020 Lib General Memberships | 100.00 | 400.00 | 300.00 | 0.25 |
| Total General Memberships | 100.00 | 400.00 | 300.00 | 0.25 |
| **Advertising** | | | | |
| 2-5-4000-2013 Lib Advertising Durham | 672.79 | 1,000.00 | 327.21 | 0.67 |
| Total Advertising | 672.79 | 1,000.00 | 327.21 | 0.67 |
| **Building Maintenance** | | | | |
| 2-5-4000-2015 Lib Bldg Maintenance Durham | 3,051.19 | 5,000.00 | 1,948.81 | 0.61 |
| Total Building Maintenance | 3,051.19 | 5,000.00 | 1,948.81 | 0.61 |
| **Mileage/Courier** | | | | |
| 2-5-4000-2021 Courier Mileage/Compensation | 138.96 | 1,000.00 | 861.04 | 0.14 |
| Total Mileage/Courier | 138.96 | 1,000.00 | 861.04 | 0.14 |
| **Copier Lease** | | | | |
| 2-5-4000-2022 Lib. Durham Copier Lease | 1,327.95 | 1,800.00 | 472.05 | 0.74 |
| Total Copier Lease | 1,327.95 | 1,800.00 | 472.05 | 0.74 |
| **Program Development** | | | | |
| 2-5-4000-2023 Program Development Durham | 3,011.80 | 2,500.00 | (511.80) | 1.20 |
| Total Program Development | 3,011.80 | 2,500.00 | (511.80) | 1.20 |
| **ILLO Expense** | | | | |
| 2-5-4000-2019 Lib ILLO Expense | 213.41 | 700.00 | 486.59 | 0.30 |
| Total ILLO Expense | 213.41 | 700.00 | 486.59 | 0.30 |
| **Overdrive/E-Books** | | | | |
| 2-5-4000-2026 Library - Overdrive/e-books | 6,165.31 | 4,000.00 | (2,165.31) | 1.54 |
| Total Overdrive/E-Books | 6,165.31 | 4,000.00 | (2,165.31) | 1.54 |
| **KOHA Support** | | | | |
| 2-5-4000-2027 Library - KOHA support | 4,972.00 | 4,600.00 | (372.00) | 1.08 |
| Total KOHA Support | 4,972.00 | 4,600.00 | (372.00) | 1.08 |
| **IT Support** | | | | |
| 2-5-4000-2028 Library - IT support | 2,571.39 | 2,500.00 | (71.39) | 1.03 |
| Total IT Support | 2,571.39 | 2,500.00 | (71.39) | 1.03 |
| **Equipment Maintenance** | | | | |
| 2-5-4000-2035 Library Computer Purchases | 2,025.99 | 4,000.00 | 1,974.01 | 0.51 |

| | CURRENT YEAR TO DATE | CURRENT BUDGET | VARIANCE $ | VARIANCE % |
|---|---|---|---|---|
| **LIBRARY** | | | | |
| Total Equipment Maintenance | 2,025.99 | 4,000.00 | 1,974.01 | 0.51 |
| **Auotmation - Patrons** | | | | |
| 2-5-4000-2036 Library- Photocopies, Database, Webs | 1,734.53 | 4,000.00 | 2,265.47 | 0.43 |
| Total Auotmation - Patrons | 1,734.53 | 4,000.00 | 2,265.47 | 0.43 |
| **Book Processing Fee** | | | | |
| 2-5-4000-2043 Lib. Durham Book Processing Fees | 1,875.03 | 3,000.00 | 1,124.97 | 0.63 |
| Total Book Processing Fee | 1,875.03 | 3,000.00 | 1,124.97 | 0.63 |
| **Books** | | | | |
| 2-5-4000-2044 Lib Purchase Books Durham | 12,445.75 | 24,000.00 | 11,554.25 | 0.52 |
| Total Books | 12,445.75 | 24,000.00 | 11,554.25 | 0.52 |
| **Videos** | | | | |
| 2-5-4000-2045 Lib DVDs Durham | 410.89 | 1,000.00 | 589.11 | 0.41 |
| Total Videos | 410.89 | 1,000.00 | 589.11 | 0.41 |
| **Periodicals** | | | | |
| 2-5-4000-2046 Lib Periodicals Durham | 272.29 | 1,000.00 | 727.71 | 0.27 |
| Total Periodicals | 272.29 | 1,000.00 | 727.71 | 0.27 |
| **Conference/Training** | | | | |
| 2-5-4000-2077 Lib Durham Conference/Training | 279.84 | 4,000.00 | 3,720.16 | 0.07 |
| Total Conference/Training | 279.84 | 4,000.00 | 3,720.16 | 0.07 |
| **Security** | | | | |
| 2-5-4000-2051 Library - Security Expense | 812.60 | 1,400.00 | 587.40 | 0.58 |
| Total Security | 812.60 | 1,400.00 | 587.40 | 0.58 |
| **Library Board** | | | | |
| 2-5-5000-3011 Admin Costs West Grey | 0.00 | 3,400.00 | 3,400.00 | 0.00 |
| Total Library Board | 0.00 | 3,400.00 | 3,400.00 | 0.00 |
| Total OPERATING EXPENSES | 234,590.89 | 385,840.00 | 151,249.11 | 0.61 |
| **BRANCH EXPENSES** | | | | |
| **ELMWOOD BRANCH EXPENSES** | | | | |
| 2-5-1000-2016 Lib Telephone/Fax Elmwood | 111.86 | 50.00 | (61.86) | 2.24 |
| Total ELMWOOD BRANCH EXPENSES | 111.86 | 50.00 | (61.86) | 2.24 |
| **NEUSTADT BRANCH EXPENSES** | | | | |
| 2-5-2000-2008 Lib Utilities Water/Sewer Neustadt | 278.85 | 600.00 | 321.15 | 0.46 |
| 2-5-2000-2009 Lib Utilities Heat Neustadt | 2,119.71 | 2,000.00 | (119.71) | 1.06 |
| 2-5-2000-2014 Lib Utilities Hydro Neustadt | 328.06 | 1,500.00 | 1,171.94 | 0.22 |
| 2-5-2000-2016 Lib Telephone/Fax Neustadt | 180.80 | 400.00 | 219.20 | 0.45 |
| 2-5-2000-2017 Lib Internet Neustadt | 533.89 | 800.00 | 266.11 | 0.67 |
| 2-5-2000-2025 Lib Insurance Neustadt | 1,602.00 | 1,000.00 | (602.00) | 1.60 |
| 2-5-2000-2050 Lib Neustadt Lot/Grass Maintenance | 298.16 | 300.00 | 1.84 | 0.99 |
| 2-5-2000-3011 Lib Contract Labour Neustadt | 0.00 | 600.00 | 600.00 | 0.00 |
| Total NEUSTADT BRANCH EXPENSES | 5,341.47 | 7,200.00 | 1,858.53 | 0.74 |
| **NORMANBY BRANCH EXPENSES** | | | | |

| | CURRENT YEAR TO DATE | CURRENT BUDGET | VARIANCE $ | VARIANCE % |
|---|---|---|---|---|
| **LIBRARY** | | | | |
| 2-5-3000-2008 Lib Utilities Water/Sewer Normanby | 73.50 | 100.00 | 26.50 | 0.74 |
| 2-5-3000-2009 Lib Utilities Heat Normanby | 1,052.93 | 2,000.00 | 947.07 | 0.53 |
| 2-5-3000-2014 Lib Utilities Hydro Normanby | 635.80 | 1,800.00 | 1,164.20 | 0.35 |
| 2-5-3000-2016 Lib Telephone/Fax Normanby | 180.95 | 400.00 | 219.05 | 0.45 |
| 2-5-3000-2017 Lib Internet Normanby | 533.89 | 800.00 | 266.11 | 0.67 |
| 2-5-3000-2025 Lib Insurance Normanby | 1,602.00 | 1,000.00 | (602.00) | 1.60 |
| 2-5-3000-2050 Lib Nby Lot/Grass Maintenance | 142.46 | 600.00 | 457.54 | 0.24 |
| 2-5-3000-3011 Lib Contract Labour Normanby | 0.00 | 600.00 | 600.00 | 0.00 |
| Total NORMANBY BRANCH EXPENSES | 4,221.53 | 7,300.00 | 3,078.47 | 0.58 |
| **DURHAM BRANCH EXPENSES** | | | | |
| 2-5-4000-2008 Lib Utilities Water/Sewer Durham | 304.36 | 700.00 | 395.64 | 0.43 |
| 2-5-4000-2009 Lib Utilities Heat Durham | 780.82 | 1,200.00 | 419.18 | 0.65 |
| 2-5-4000-2014 Lib Utiltiies Hydro Durham | 2,083.20 | 3,000.00 | 916.80 | 0.69 |
| 2-5-4000-2016 Lib Telephone/Fax Durham | 770.90 | 1,500.00 | 729.10 | 0.51 |
| 2-5-4000-2017 Lib Connectivity/Internet | 2,604.20 | 2,200.00 | (404.20) | 1.18 |
| 2-5-4000-2018 Lib Hall Rentals | 0.00 | 400.00 | 400.00 | 0.00 |
| 2-5-4000-2025 Lib Insurance Durham | 1,602.00 | 1,000.00 | (602.00) | 1.60 |
| 2-5-4000-2050 Lib Durham Lot/Grass Maintenance | 284.91 | 1,500.00 | 1,215.09 | 0.19 |
| 2-5-4000-3011 Lib Durham Contract Wages | 3,406.34 | 5,000.00 | 1,593.66 | 0.68 |
| Total DURHAM BRANCH EXPENSES | 11,836.73 | 16,500.00 | 4,663.27 | 0.72 |
| Total BRANCH EXPENSES | 21,511.59 | 31,050.00 | 9,538.41 | 0.69 |
| Total LIBRARY | 252,789.73 | 382,150.00 | 129,360.27 | 0.66 |



**MUNICIPALITY OF WEST GREY**

**LIBRARY BOARD MEETING**

**Wednesday, Sept. 8th, 2021**

A/P VOUCHER 2021

June V06 - $6,684.44
July V07 - $6,049.72
Aug. V08 - $9,626.81

**MUNICIPALITY OF WEST GREY**

## Council/Board Report By Dept-(Computer)

AP5130 | Page : 1 | Date : Aug 25, 2021 | Time : 9:44 am

**Vendor :** @HO00001 To ZZZ91192
**Batch :** 159 To 159
**Department :** All

**Cheque Print Date :** 01-Jun-2021 To 30-Jun-2021
**Bank :** 2 To 2
**Class :** All

| Vendor / Invoice / G.L. Account | Vendor Name / Description | CC1 | CC2 | CC3 | GL Account Name | Batch Invc Date | Invc Due Date | Amount |
|---|---|---|---|---|---|---|---|---|
| **DEPARTMENT 2000** | Library Expense Neustadt | | | | | | | |
| **S&19029** | **S & E LAWN CARE & SNOW REMOVAL LTD** | | | | | | | |
| 2021-0459 LIB | Library grass cutting: . Neu-May 21+28 | | | | | 159 09-Jun-2021 | 15-Jun-2021 | |
| 2-5-2000-2050 | | | | | Lib Neustadt Lot/Grass Maintenance | | | 22.60 |
| 2021-0518 | Library grass cutting:: June 2-17 (3 each location) | | | | | 159 28-Jun-2021 | 29-Jun-2021 | |
| 2-5-2000-2050 | | | | | Lib Neustadt Lot/Grass Maintenance | | | 33.90 |
| | | | | | | Department Totals : | | **56.50** |
| **DEPARTMENT 3000** | Library Expense Normanby | | | | | | | |
| **S&19029** | **S & E LAWN CARE & SNOW REMOVAL LTD** | | | | | | | |
| 2021-0459 LIB | Library grass cutting: 'Nby-May 21+27 | | | | | 159 09-Jun-2021 | 15-Jun-2021 | |
| 2-5-3000-2050 | | | | | Lib Nby Lot/Grass Maintenance | | | 22.60 |
| 2021-0518 | Library grass cutting:: June 2-17 (3 each location) | | | | | 159 28-Jun-2021 | 29-Jun-2021 | |
| 2-5-3000-2050 | | | | | Lib Nby Lot/Grass Maintenance | | | 33.90 |
| **SGS12007** | **SGS LAKEFIELD RESEARCH LTD** | | | | | | | |
| 11420793 LIB | May 11 water testing @ 610 Alfred Str Ayt - Library portion | | | | | 159 09-Jun-2021 | 15-Jun-2021 | |
| 2-5-3000-2008 | | | | | Lib Utilities Water/Sewer Normanby | | | 11.67 |
| 11428267 LIBI | June 14 water testing @ 610 Alfred Str Ayton - Library portion | | | | | 159 29-Jun-2021 | 29-Jun-2021 | |
| 2-5-3000-2008 | | | | | Lib Utilities Water/Sewer Normanby | | | 11.67 |
| | | | | | | Department Totals : | | **79.84** |
| **DEPARTMENT 4000** | Library Expense Durham | | | | | | | |
| **CAR00007** | **CARR McLEAN** | | | | | | | |
| 844040 | Bar code labels, book tape, labels | | | | | 159 09-Jun-2021 | 15-Jun-2021 | |
| 2-5-4000-2011 | | | | | Lib Office Supplies Durham | | | 317.13 |
| **EXC05059** | **EXCEL BUSINESS SYSTEMS** | | | | | | | |
| 256379 | Durham Library mthly copier lease - July | | | | | 159 24-Jun-2021 | 29-Jun-2021 | |
| 2-5-4000-2022 | | | | | Lib. Durham Copier Lease | | | 163.85 |
| 418500 | Library copier read - May (1335) | | | | | 159 09-Jun-2021 | 15-Jun-2021 | |
| 2-5-4000-2036 | | | | | Library- Photocopies, Database, Website | | | 56.70 |
| **HOL08022** | **HOLST OFFICE PRO.** | | | | | | | |
| H7751 | Printer cartridges | | | | | 159 09-Jun-2021 | 15-Jun-2021 | |
| 2-5-4000-2011 | | | | | Lib Office Supplies Durham | | | 170.60 |
| J5115 | Cork board | | | | | 159 09-Jun-2021 | 15-Jun-2021 | |
| 2-5-4000-2011 | | | | | Lib Office Supplies Durham | | | 25.72 |
| **KAN00001** | **KANOPY INC** | | | | | | | |
| 246720-PPU | April- Price per Play Credits-58 / 2 Kseries | | | | | 159 09-Jun-2021 | 15-Jun-2021 | |
| 2-5-4000-2026 | | | | | Library - Overdrive/e-books | | | 126.00 |
| 249985-PPU | May- Price per Play Credits 52 / 2 Kseries | | | | | 159 09-Jun-2021 | 15-Jun-2021 | |
| 2-5-4000-2026 | | | | | Library - Overdrive/e-books | | | 114.00 |
| **LIB00002** | **LIBRARY SERVICES CENTRE** | | | | | | | |
| 605377 | May 28 book order / proc charges | | | | | 159 11-Jun-2021 | 15-Jun-2021 | |
| 2-5-4000-2043 | | | | | Lib. Durham Book Processing Fees | | | 24.41 |
| 2-5-4000-2044 | | | | | Lib Purchase Books Durham | | | 126.98 |
| 605735 | June 4 book order / proc charges | | | | | 159 11-Jun-2021 | 15-Jun-2021 | |
| 2-5-4000-2044 | | | | | Lib Purchase Books Durham | | | 164.34 |
| 2-5-4000-2043 | | | | | Lib. Durham Book Processing Fees | | | 40.68 |

Vendor : @HO00001 To ZZZ91192
Batch : 159 To 159
Department : All

Cheque Print Date : 01-Jun-2021 To 30-Jun-2021
Bank : 2 To 2
Class : All

| Vendor / Invoice / G.L. Account | Vendor Name / Description | CC1 | CC2 | CC3 | GL Account Name | Batch Invc Date | Invc Due Date | Amount |
|---|---|---|---|---|---|---|---|---|
| **DEPARTMENT 4000** | Library Expense Durham | | | | | | | |
| 606187 | June 11 book order / proc charges | | | | | 159 24-Jun-2021 | 29-Jun-2021 | |
| 2-5-4000-2043 | | | | | Lib. Durham Book Processing Fees | | | 13.56 |
| 2-5-4000-2044 | | | | | Lib Purchase Books Durham | | | 76.85 |
| 606539 | June 18 book order / proc charges | | | | | 159 24-Jun-2021 | 29-Jun-2021 | |
| 2-5-4000-2044 | | | | | Lib Purchase Books Durham | | | 41.57 |
| 2-5-4000-2043 | | | | | Lib. Durham Book Processing Fees | | | 16.27 |
| **PAR00006** | **PARSONS JENNY** | | | | | | | |
| JUNE 10/21 | May 22 - May 23: Durham Wading Pool Mural Workshop | | | | | 159 24-Jun-2021 | 29-Jun-2021 | |
| 2-5-4000-2023 | | | | | Program Development Durham | | | 400.00 |
| **PRI00001** | **STORZ KIM** | | | | | | | |
| 2021 | Reimburse for library windows tinted by Shane Ely - June 1st | | | | | 159 24-Jun-2021 | 29-Jun-2021 | |
| 2-5-4000-2015 | | | | | Lib Bldg Maintenance Durham | | | 250.00 |
| MAY 11/21 | Reimburse: 10 T-shirts for library staff | | | | | 159 11-Jun-2021 | 15-Jun-2021 | |
| 2-5-4000-2012 | | | | | Volunteer Recognition Durham | | | 154.99 |
| **ROB00006** | **ECKHARDT KAYLA** | | | | | | | |
| 11350 | Reimburse for white duct tape purchased June 2 | | | | | 159 14-Jun-2021 | 15-Jun-2021 | |
| 2-5-4000-2023 | | | | | Program Development Durham | | | 23.70 |
| 2021 JUNE | Adjustment due to no tax on Amazon purchase of snowshoes | | | | | 159 14-Jun-2021 | 15-Jun-2021 | |
| 2-5-4000-2023 | | | | | Program Development Durham | | | -43.16 |
| JUNE 10/21 | Reimburse for Holst Office Pro purchases June 10 | | | | | 159 14-Jun-2021 | 15-Jun-2021 | |
| 2-5-4000-2023 | | | | | Program Development Durham | | | 111.60 |
| JUNE 2/21 | Reimburse : Lego minifigures series 21 | | | | | 159 11-Jun-2021 | 15-Jun-2021 | |
| 2-5-4000-2023 | | | | | Program Development Durham | | | 67.66 |
| MAY 31/21 | Reimburse: Storywalk signs & stands | | | | | 159 11-Jun-2021 | 15-Jun-2021 | |
| 2-5-4000-2023 | | | | | Program Development Durham | | | 298.76 |
| **S&19029** | **S & E LAWN CARE & SNOW REMOVAL LTD** | | | | | | | |
| 2021-0459 LIB | Library grass cutting: D-May 20+27/ | | | | | 159 09-Jun-2021 | 15-Jun-2021 | |
| 2-5-4000-2050 | | | | | Lib Durham Lot/Grass Maintenance | | | 45.20 |
| 2021-0518 | Library grass cutting:: June 2-17 (3 each location) | | | | | 159 28-Jun-2021 | 29-Jun-2021 | |
| 2-5-4000-2050 | | | | | Lib Durham Lot/Grass Maintenance | | | 67.80 |
| 2021-0543 | Durham Library cleaning services - May (5) | | | | | 159 28-Jun-2021 | 29-Jun-2021 | |
| 2-5-4000-3011 | | | | | Lib Durham Contract Wages | | | 536.75 |
| **SWA00003** | **SWAN DUST CONTROL** | | | | | | | |
| 5849443 | June 2 mat rentals @ Durham Library | | | | | 159 09-Jun-2021 | 15-Jun-2021 | |
| 2-5-4000-2015 | | | | | Lib Bldg Maintenance Durham | | | 21.47 |
| 5858658 | June 16 mat rental @ Durham Library | | | | | 159 24-Jun-2021 | 29-Jun-2021 | |
| 2-5-4000-2015 | | | | | Lib Bldg Maintenance Durham | | | 21.47 |
| **WHI00003** | **WHITEHOTS INC** | | | | | | | |
| 3401387 | May 13 book order | | | | | 159 09-Jun-2021 | 15-Jun-2021 | |
| 2-5-4000-2044 | | | | | Lib Purchase Books Durham | | | 70.93 |
| 3401388 | May 13 book order | | | | | 159 09-Jun-2021 | 15-Jun-2021 | |
| 2-5-4000-2044 | | | | | Lib Purchase Books Durham | | | 269.43 |
| 3401622 | May 14 book order | | | | | 159 09-Jun-2021 | 15-Jun-2021 | |
| 2-5-4000-2044 | | | | | Lib Purchase Books Durham | | | 40.99 |
| 3402503 | May 20 book order | | | | | 159 09-Jun-2021 | 15-Jun-2021 | |
| 2-5-4000-2044 | | | | | Lib Purchase Books Durham | | | 278.81 |
| 3402504 | May 20 book order | | | | | 159 09-Jun-2021 | 15-Jun-2021 | |

**MUNICIPALITY OF WEST GREY**

## Council/Board Report By Dept-(Computer)

AP5130 Page : 3
Date : Aug 25, 2021 Time : 9:44 am

Vendor : @HO00001 To ZZZ91192
Batch : 159 To 159
Department : All

Cheque Print Date : 01-Jun-2021 To 30-Jun-2021
Bank : 2 To 2
Class : All

| Vendor / Invoice / G.L. Account | CC1 | CC2 | CC3 | Vendor Name / Description / GL Account Name | Batch | Invc Date | Invc Due Date | Amount |
|---|---|---|---|---|---|---|---|---|
| **DEPARTMENT 4000** | | | | Library Expense Durham | | | | |
| 2-5-4000-2044 | | | | Lib Purchase Books Durham | | | | 17.55 |
| 3402742 | | | | May 21 book order | 159 | 09-Jun-2021 | 15-Jun-2021 | |
| 2-5-4000-2044 | | | | Lib Purchase Books Durham | | | | 25.38 |
| 3403560 | | | | May 28 book order | 159 | 11-Jun-2021 | 15-Jun-2021 | |
| 2-5-4000-2044 | | | | Lib Purchase Books Durham | | | | 238.15 |
| 3403561 | | | | May 28 book order | 159 | 11-Jun-2021 | 15-Jun-2021 | |
| 2-5-4000-2044 | | | | Lib Purchase Books Durham | | | | 36.45 |
| 3403631 | | | | May 28 book order | 159 | 11-Jun-2021 | 15-Jun-2021 | |
| 2-5-4000-2044 | | | | Lib Purchase Books Durham | | | | 24.73 |
| 3403632 | | | | May 28 book order | 159 | 11-Jun-2021 | 15-Jun-2021 | |
| 2-5-4000-2044 | | | | Lib Purchase Books Durham | | | | 112.26 |
| 3404512 | | | | June 4 book order | 159 | 24-Jun-2021 | 29-Jun-2021 | |
| 2-5-4000-2044 | | | | Lib Purchase Books Durham | | | | 49.15 |
| 3405196 | | | | June 10 book order | 159 | 24-Jun-2021 | 29-Jun-2021 | |
| 2-5-4000-2044 | | | | Lib Purchase Books Durham | | | | 182.12 |
| 3405197 | | | | June 10 book order | 159 | 24-Jun-2021 | 29-Jun-2021 | |
| 2-5-4000-2044 | | | | Lib Purchase Books Durham | | | | 53.93 |
| 3405462 | | | | June 11 book order | 159 | 24-Jun-2021 | 29-Jun-2021 | |
| 2-5-4000-2044 | | | | Lib Purchase Books Durham | | | | 50.11 |
| | | | | | | | **Department Totals :** | **4,884.89** |
| | | | | | | | **Computer Paid Total :** | **5,021.23** |

**MUNICIPALITY OF WEST GREY**

## Council/Board Report By Dept-(EFT)

AP5130 Page : 3
Date : Aug 25, 2021 Time : 9:44am

Vendor : @HO00001 To ZZZ91192
Batch : 159 To 159
Department : All

EFT Paid Date : 01-Jun-2021 To 30-Jun-2021
Bank : 2 To 2
Class : All

| Vendor Code / Invoice No. / G.L. Account | CC1 | CC2 | CC3 | Vendor Name / Description / GL Account Name | Batch | Invc Date | Invc Due Date | Amount |
|---|---|---|---|---|---|---|---|---|
| **DEPARTMENT 2000** | | | | Library Expense Neustadt | | | | |
| **EAS00001** | | | | **EASTLINK** | | | | |
| 15995354 | | | | Neustadt Library phone / Internet / to June 8 | 159 | 18-Jun-2021 | 18-Jun-2021 | |
| 2-5-2000-2016 | | | | Lib Telephone/Fax Neustadt | | | | 28.48 |
| 2-5-2000-2017 | | | | Lib Internet Neustadt | | | | 84.69 |
| **WES08001** | | | | **WESTARIO POWER** | | | | |
| 2104639625 | | | | Neustadt Library hydro - April | 159 | 18-Jun-2021 | 18-Jun-2021 | |
| 2-5-2000-2014 | | | | Lib Utilities Hydro Neustadt | | | | 60.48 |
| | | | | | | | **Department Totals :** | **173.65** |
| **DEPARTMENT 3000** | | | | Library Expense Normanby | | | | |
| **EAS00001** | | | | **EASTLINK** | | | | |
| 16049366 | | | | Ayton Library phone/internet/ to June 11 | 159 | 18-Jun-2021 | 18-Jun-2021 | |

Vendor : @HO00001 To ZZZ91192
Batch : 159 To 159
Department : All
EFT Paid Date : 01-Jun-2021 To 30-Jun-2021
Bank : 2 To 2
Class : All

| Vendor Code / Invoice No. / G.L. Account | Vendor Name / Description | GL Account Name | Batch | Invc Date | Invc Due Date | Amount |
|---|---|---|---|---|---|---|
| DEPARTMENT 3000 | Library Expense Normanby | | | | | |
| 2-5-3000-2016 | | Lib Telephone/Fax Normanby | | | | 28.57 |
| 2-5-3000-2017 | | Lib Internet Normanby | | | | 84.69 |
| HYD15021 | HYDRO ONE NETWORKS INC. | | | | | |
| 610 ALF JUNE : | 610 Alfred Str Ayton hydro to May 22 - Library portion | | 159 | 22-Jun-2021 | 22-Jun-2021 | |
| 2-5-3000-2014 | | Lib Utilities Hydro Normanby | | | | 104.98 |
| | | Department Totals : | | | | 218.24 |
| DEPARTMENT 4000 | Library Expense Durham | | | | | |
| CIB03019 | CIBC CREDIT CARD SERVICES | | | | | |
| 6065 MAY 24/21 | Canada Post interlibrary loan delivery charges to may 13 | | 159 | 07-Jun-2021 | 07-Jun-2021 | |
| 2-5-4000-2019 | | Lib ILLO Expense | | | | 51.10 |
| 6065 MAY 24/21 | Apr. 24: Perfect Pen Stnry - stylus pens | | 159 | 07-Jun-2021 | 07-Jun-2021 | |
| 2-5-4000-2013 | | Lib Advertising Durham | | | | 271.56 |
| 6065 MAY 24/21 | Apr.27: Amazon.ca book order - Lane Winslow Mystery | | 159 | 07-Jun-2021 | 07-Jun-2021 | |
| 2-5-4000-2044 | | Lib Purchase Books Durham | | | | 15.59 |
| 6065 MAY 24/21 | May 5: Amazon.ca book order - Country Proud: A Novel | | 159 | 07-Jun-2021 | 07-Jun-2021 | |
| 2-5-4000-2044 | | Lib Purchase Books Durham | | | | 36.91 |
| 6065 MAY 24/21 | Apr.30 : WWW.1and1.com web hosting for May | | 159 | 07-Jun-2021 | 07-Jun-2021 | |
| 2-5-4000-2036 | | Library- Photocopies, Database, Website | | | | 36.12 |
| 6065 MAY 24/21 | May 5: Carr McLean Ltd: labels, book tape | | 159 | 07-Jun-2021 | 07-Jun-2021 | |
| 2-5-4000-2011 | | Lib Office Supplies Durham | | | | 198.86 |
| 6065 MAY 24/21 | May 12: Taste of Home subscription renewal | | 159 | 07-Jun-2021 | 07-Jun-2021 | |
| 2-5-4000-2046 | | Lib Periodicals Durham | | | | 22.58 |
| 6065 MAY 24/21 | Apple iCloud storage plan for May | | 159 | 07-Jun-2021 | 07-Jun-2021 | |
| 2-5-4000-2036 | | Library- Photocopies, Database, Website | | | | 1.46 |
| EAS00001 | EASTLINK | | | | | |
| 15995354 | Neustadt Library security to June 8 | | 159 | 18-Jun-2021 | 18-Jun-2021 | |
| 2-5-4000-2051 | | Library - Security Expense | | | | 25.88 |
| 16049366 | Ayton Library security to June 11 | | 159 | 18-Jun-2021 | 18-Jun-2021 | |
| 2-5-4000-2051 | | Library - Security Expense | | | | 25.88 |
| 16252313 | Durham Library phone/ internet / security to June 29 | | 159 | 18-Jun-2021 | 18-Jun-2021 | |
| 2-5-4000-2051 | | Library - Security Expense | | | | 67.52 |
| 2-5-4000-2016 | | Lib Telephone/Fax Durham | | | | 120.76 |
| 2-5-4000-2017 | | Lib Connectivity/Internet | | | | 134.41 |
| HYD15021 | HYDRO ONE NETWORKS INC. | | | | | |
| 453 GARAF JU | Durham Library hydro to May 21 | | 159 | 07-Jun-2021 | 07-Jun-2021 | |
| 2-5-4000-2014 | | Lib Utiltiies Hydro Durham | | | | 203.94 |
| UNI21001 | ENBRIDGE GAS (UNION GAS) | | | | | |
| 453 GARAF JUI | Durham Library heat/mthly charge to June 10 | | 159 | 22-Jun-2021 | 22-Jun-2021 | |
| 2-5-4000-2009 | | Lib Utilities Heat Durham | | | | 58.75 |
| | | Department Totals : | | | | 1,271.32 |
| | | EFT Paid Total : | | | | 1,663.21 |

| | |
|---|---|
| **Total Unpaid for Approval :** | **0.00** |
| **Total Manually Paid for Approval :** | **0.00** |
| **Total Computer Paid for Approval :** | **5,021.23** |
| **Total EFT Paid for Approval :** | **1,663.21** |
| **Grand Total ITEMS for Approval :** | **6,684.44** |

**MUNICIPALITY OF WEST GREY**

## Council/Board Report By Dept-(Computer)

AP5130 | Page : 1
Date : Aug 25, 2021 | Time : 9:45 am

Vendor : @HO00001 To ZZZ91192
Batch : 184 To 184
Department : All

Cheque Print Date : 01-Jul-2021 To 31-Jul-2021
Bank : 2 To 2
Class : All

| Vendor / Invoice / G.L. Account | Vendor Name / Description | GL Account Name | Batch Invc Date | Invc Due Date | Amount |
|---|---|---|---|---|---|
| **DEPARTMENT 2000** | Library Expense Neustadt | | | | |
| **MUN20094** | **MUNICIPALITY OF WEST GREY** | | | | |
| 511 MILL JULY | 2nd Qtr water/sewer @ Neustadt Library | | 184 27-Jul-2021 | 27-Jul-2021 | |
| 2-5-2000-2008 | | Lib Utilities Water/Sewer Neustadt | | | 139.41 |
| | | | Department Totals : | | **139.41** |
| **DEPARTMENT 4000** | Library Expense Durham | | | | |
| **EXC05059** | **EXCEL BUSINESS SYSTEMS** | | | | |
| 257208 | Durham Library copier lease - August | | 184 19-Jul-2021 | 19-Jul-2021 | |
| 2-5-4000-2022 | | Lib. Durham Copier Lease | | | 163.85 |
| 421181 | Durham Library copier read - June (2402) | | 184 19-Jul-2021 | 19-Jul-2021 | |
| 2-5-4000-2036 | | Library- Photocopies, Database, Website | | | 115.47 |
| **FAR00003** | **FARLOW'S HOME HARDWARE** | | | | |
| 21025 JUNE | Library : table top fans | | 184 19-Jul-2021 | 19-Jul 2021 | |
| 2-5-4000-2015 | | Lib Bldg Maintenance Durham | | | 67.78 |
| **HOL08022** | **HOLST OFFICE PRO.** | | | | |
| H9514 | Library: file folders, cork brd, organizer, pens, calculator, ext.cord, surge protector | | 184 19-Jul-2021 | 19-Jul-2021 | |
| 2-5-4000-2011 | | Lib Office Supplies Durham | | | 93.01 |
| **KAN00001** | **KANOPY INC** | | | | |
| 197257-PPU | April : play credits (2) | | 184 19-Jul-2021 | 19-Jul-2021 | |
| 2-5-4000-2026 | | Library - Overdrive/e-books | | | 4.00 |
| 253246-PPU | June : play credits (44) | | 184 19-Jul-2021 | 19-Jul-2021 | |
| 2-5-4000-2026 | | Library - Overdrive/e-books | | | 88.00 |
| **LIB00001** | **LIBRARY BOUND INC** | | | | |
| 30103396 | June 28 book order / proc charges | | 184 19-Jul-2021 | 19-Jul-2021 | |
| 2-5-4000-2043 | | Lib. Durham Book Processing Fees | | | 9.77 |
| 2-5-4000-2044 | | Lib Purchase Books Durham | | | 102.01 |
| **LIB00002** | **LIBRARY SERVICES CENTRE** | | | | |
| 606906 | June 25 book order / proc charges | | 184 19-Jul-2021 | 19-Jul-2021 | |
| 2-5-4000-2044 | | Lib Purchase Books Durham | | | 30.08 |
| 2-5-4000-2043 | | Lib. Durham Book Processing Fees | | | 5.42 |
| 607597 | July 9 book order / proc charges | | 184 19-Jul-2021 | 19-Jul-2021 | |
| 2-5-4000-2044 | | Lib Purchase Books Durham | | | 157.72 |
| 2-5-4000-2043 | | Lib. Durham Book Processing Fees | | | 32.54 |
| **MUN20094** | **MUNICIPALITY OF WEST GREY** | | | | |
| 453 GARAF JL | 2nd Qtr water/sewer @ Durham Library | | 184 27-Jul-2021 | 27-Jul-2021 | |
| 2-5-4000-2008 | | Lib Utilities Water/Sewer Durham | | | 152.18 |
| **S&19029** | **S & E LAWN CARE & SNOW REMOVAL LTD** | | | | |
| 2021-0566 | Durham Library cleaning services - June (4) | | 184 19-Jul-2021 | 19-Jul-2021 | |
| 2-5-4000-3011 | | Lib Durham Contract Wages | | | 429.40 |
| **STA19382** | **STAPLES BUSINESS ADVANTAGE** | | | | |
| 56492195 | Elastics, tape, markers / Dis. masks, faceshields, eyewear COVID | | 184 19-Jul-2021 | 19-Jul-2021 | |
| 2-5-4000-2029 | | Library COVID Expenses | | | 147.61 |
| 2-5-4000-2011 | | Lib Office Supplies Durham | | | 38.56 |
| **SWA00003** | **SWAN DUST CONTROL** | | | | |
| 5866074 | June 30 mat rental @ Durham Library | | 184 19-Jul-2021 | 19-Jul-2021 | |
| 2-5-4000-2015 | | Lib Bldg Maintenance Durham | | | 21.47 |

MUNICIPALITY OF WEST GREY

## Council/Board Report By Dept-(Computer)

AP5130 Page : 2
Date : Aug 25, 2021 Time : 9:45 am

Vendor : @HO00001 To ZZZ91192
Batch : 184 To 184
Department : All

Cheque Print Date : 01-Jul-2021 To 31-Jul-2021
Bank : 2 To 2
Class : All

| Vendor / Invoice / G.L. Account | Vendor Name / Description | CC1 | CC2 | CC3 | GL Account Name | Batch | Invc Date | Invc Due Date | Amount |
|---|---|---|---|---|---|---|---|---|---|
| DEPARTMENT 4000 | | | | | Library Expense Durham | | | | |
| TEC00001 | TECH 360 | | | | | | | | |
| 2021-144 | July 7+8: site visit to replace failed network switch, 5-port gigabit switch @ front counter | | | | | 184 | 19-Jul-2021 | 19-Jul-2021 | |
| 2-5-4000-2028 | | | | | Library - IT support | | | | 169.48 |
| WHI00003 | WHITEHOTS INC | | | | | | | | |
| 3404234 | June 3 book order | | | | | 184 | 19-Jul-2021 | 19-Jul-2021 | |
| 2-5-4000-2044 | | | | | Lib Purchase Books Durham | | | | 384.59 |
| 3406256 | June 17 book order | | | | | 184 | 19-Jul-2021 | 19-Jul-2021 | |
| 2-5-4000-2044 | | | | | Lib Purchase Books Durham | | | | 231.07 |
| 3408085 | June 30 processing charges | | | | | 184 | 19-Jul-2021 | 19-Jul-2021 | |
| 2-5-4000-2043 | | | | | Lib. Durham Book Processing Fees | | | | 704.38 |
| 3408225 | July 2 book order | | | | | 184 | 19-Jul-2021 | 19-Jul-2021 | |
| 2-5-4000-2044 | | | | | Lib Purchase Books Durham | | | | 440.23 |
| 3408226 | July 2 book order | | | | | 184 | 19-Jul-2021 | 19-Jul-2021 | |
| 2-5-4000-2044 | | | | | Lib Purchase Books Durham | | | | 40.35 |
| 408355 | July 5 book order | | | | | 184 | 19-Jul-2021 | 19-Jul-2021 | |
| 2-5-4000-2044 | | | | | Lib Purchase Books Durham | | | | 22.75 |
| | | | | | | | Department Totals : | | 3,651.72 |

Computer Paid Total : 3,791.13

MUNICIPALITY OF WEST GREY

## Council/Board Report By Dept-(EFT)

AP5130 Page : 2
Date : Aug 25, 2021 Time : 9:45am

Vendor : @HO00001 To ZZZ91192
Batch : 184 To 184
Department : All

EFT Paid Date : 01-Jul-2021 To 31-Jul-2021
Bank : 2 To 2
Class : All

| Vendor Code / Invoice No. / G.L. Account | Vendor Name / Description | CC1 | CC2 | CC3 | GL Account Name | Batch | Invc Date | Invc Due Date | Amount |
|---|---|---|---|---|---|---|---|---|---|
| DEPARTMENT 2000 | | | | | Library Expense Neustadt | | | | |
| EAS00001 | EASTLINK | | | | | | | | |
| 16311064 | Neustadt Libr phone/internet/ | | | | to July 8 | 184 | 30-Jul-2021 | 30-Jul-2021 | |
| 2-5-2000-2016 | | | | | Lib Telephone/Fax Neustadt | | | | 28.52 |
| 2-5-2000-2017 | | | | | Lib Internet Neustadt | | | | 84.69 |
| WES08001 | WESTARIO POWER | | | | | | | | |
| 2104654143 | Neust. Library hydro - May | | | | | 184 | 30-Jul-2021 | 30-Jul-2021 | |
| 2-5-2000-2014 | | | | | Lib Utilities Hydro Neustadt | | | | 57.81 |
| | | | | | | | Department Totals : | | 171.02 |
| DEPARTMENT 3000 | | | | | Library Expense Normanby | | | | |
| EAS00001 | EASTLINK | | | | | | | | |
| 16364972 | Ayton Libr phone/internet/ | | | | to July 11 | 184 | 30-Jul-2021 | 30-Jul-2021 | |
| 2-5-3000-2016 | | | | | Lib Telephone/Fax Normanby | | | | 29.06 |
| 2-5-3000-2017 | | | | | Lib Internet Normanby | | | | 84.69 |

Vendor : @HO00001 To ZZZ91192
Batch : 184 To 184
Department : All

EFT Paid Date : 01-Jul-2021 To 31-Jul-2021
Bank : 2 To 2
Class : All

| Vendor Code / Invoice No. / G.L. Account | Vendor Name / Description | GL Account Name | Batch | Invc Date | Invc Due Date | Amount |
|---|---|---|---|---|---|---|
| **DEPARTMENT 3000** | Library Expense Normanby | | | | | |
| **HYD15021** | **HYDRO ONE NETWORKS INC.** | | | | | |
| 610 ALFR JULY | 610 Alfred Str Ayton hydro to June 23 - Library portion | | 184 | 22-Jul-2021 | 22-Jul-2021 | |
| 2-5-3000-2014 | | Lib Utilities Hydro Normanby | | | | 114.20 |
| | | **Department Totals :** | | | | **227.96** |
| **DEPARTMENT 4000** | Library Expense Durham | | | | | |
| **CIB03019** | **CIBC CREDIT CARD SERVICES** | | | | | |
| 6065 JUNE 24/2 | Canada Post: interlibrary loan delivery charges to May 21 | | 184 | 02-Jul-2021 | 02-Jul-2021 | |
| 2-5-4000-2019 | | Lib ILLO Expense | | | | 4.94 |
| 6065 JUNE 24/2 | June : Apple iCloud storage plan | | 184 | 02-Jul-2021 | 02-Jul-2021 | |
| 2-5-4000-2036 | | Library- Photocopies, Database, Website | | | | 1.46 |
| 6065 JUNE 24/2 | June 15: Cottage Life subscription renewal | | 184 | 02-Jul-2021 | 02-Jul-2021 | |
| 2-5-4000-2046 | | Lib Periodicals Durham | | | | 49.72 |
| 6065 JUNE 24/2 | May 30: WWW.1AND1.com webhosting servuces - June | | 184 | 02-Jul-2021 | 02-Jul-2021 | |
| 2-5-4000-2036 | | Library- Photocopies, Database, Website | | | | 16.90 |
| 6065 JUNE 24/2 | June 1- 21 Amazon.ca program supplies: construction kits, card games, gift cards, lego, etc | | 184 | 02-Jul-2021 | 02-Jul-2021 | |
| 2-5-4000-2023 | | Program Development Durham | | | | 538.18 |
| 6065 JUNE 24/2 | June 1-21 Amazon.ca DVD orders | | 184 | 02-Jul-2021 | 02-Jul-2021 | |
| 2-5-4000-2045 | | Lib DVDs Durham | | | | 348.12 |
| **EAS00001** | **EASTLINK** | | | | | |
| 16311064 | Neustadt Libr /security to July 8 | | 184 | 30-Jul-2021 | 30-Jul-2021 | |
| 2-5-4000-2051 | | Library - Security Expense | | | | 25.88 |
| 16364972 | Ayton Libr 'security to July 11 | | 184 | 30-Jul-2021 | 30-Jul-2021 | |
| 2-5-4000-2051 | | Library - Security Expense | | | | 25.88 |
| 16568671 | Durham Libr phone/internet/security to July 29 | | 184 | 30-Jul-2021 | 30-Jul-2021 | |
| 2-5-4000-2051 | | Library - Security Expense | | | | 67.52 |
| 2-5-4000-2016 | | Lib Telephone/Fax Durham | | | | 120.29 |
| 2-5-4000-2017 | | Lib Connectivity/Internet | | | | 134.41 |
| **HYD15021** | **HYDRO ONE NETWORKS INC.** | | | | | |
| 453 GARA JUL | Durham Library hydro to July 21 | | 184 | 30-Jul-2021 | 30-Jul-2021 | |
| 2-5-4000-2014 | | Lib Utiltiies Hydro Durham | | | | 264.90 |
| 453 GARAF JUI | Durham Library hydro to June 21 | | 184 | 02-Jul-2021 | 02-Jul-2021 | |
| 2-5-4000-2014 | | Lib Utiltiies Hydro Durham | | | | 235.58 |
| **UNI21001** | **ENBRIDGE GAS (UNION GAS)** | | | | | |
| 453 GARAF JUI | Durham Library heat to July 14 | | 184 | 22-Jul-2021 | 22-Jul-2021 | |
| 2-5-4000-2009 | | Lib Utilities Heat Durham | | | | 25.84 |
| | | **Department Totals :** | | | | **1,859.62** |
| | | **EFT Paid Total :** | | | | **2,258.59** |

| | |
|---|---|
| **Total Unpaid for Approval :** | 0.00 |
| **Total Manually Paid for Approval :** | 0.00 |
| **Total Computer Paid for Approval :** | 3,791.13 |
| **Total EFT Paid for Approval :** | 2,258.59 |
| **Grand Total ITEMS for Approval :** | 6,049.72 |

**MUNICIPALITY OF WEST GREY**

**Council/Board Report By Dept-(Computer)**

AP5130 **Page :** 1
**Date :** Aug 31, 2021 **Time :** 1:53 pm

**Vendor :** @HO00001 To ZZZ91192
**Batch :** 216 To 216
**Department :** All

**Cheque Print Date :** 01-Aug-2021 **To** 31-Aug-2021
**Bank :** 2 To 2
**Class :** All

| Vendor / Invoice / G.L. Account | Vendor Name / Description | CC1 | CC2 | CC3 | GL Account Name | Batch | Invc Date | Invc Due Date | Amount |
|---|---|---|---|---|---|---|---|---|---|
| **DEPARTMENT 2000** | | | | | Library Expense Neustadt | | | | |
| **S&19029** | **S & E LAWN CARE & SNOW REMOVAL LTD** | | | | | | | | |
| 2021-0581 LIBI | June 24-July 2 grass cutting @ Library | | | | | 216 | 12-Aug-2021 | 12-Aug-2021 | |
| 2-5-2000-2050 | | | | | Lib Neustadt Lot/Grass Maintenance | | | | 22.60 |
| 2021-0628 LIB | July 8-15 grass cutting @ Library | | | | | 216 | 12-Aug-2021 | 12-Aug-2021 | |
| 2-5-2000-2050 | | | | | Lib Neustadt Lot/Grass Maintenance | | | | 22.60 |
| 2021-0694 LIBI | July 21-29 Library grass cutting (2) | | | | | 216 | 17-Aug-2021 | 17-Aug-2021 | |
| 2-5-2000-2050 | | | | | Lib Neustadt Lot/Grass Maintenance | | | | 22.60 |
| 2021-0740 LIB | Library grass cutting: Aug. 4-12 (2) | | | | | 216 | 23-Aug-2021 | 23-Aug-2021 | |
| 2-5-2000-2050 | | | | | Lib Neustadt Lot/Grass Maintenance | | | | 22.60 |
| | | | | | **Department Totals :** | | | | **90.40** |
| **DEPARTMENT 3000** | | | | | Library Expense Normanby | | | | |
| **S&19029** | **S & E LAWN CARE & SNOW REMOVAL LTD** | | | | | | | | |
| 2021-0581 LIBI | June 24-July 2 grass cutting @ Library | | | | | 216 | 12-Aug-2021 | 12-Aug-2021 | |
| 2-5-3000-2050 | | | | | Lib Nby Lot/Grass Maintenance | | | | 22.60 |
| 2021-0628 LIB | July 8-15 grass cutting @ Library | | | | | 216 | 12-Aug-2021 | 12-Aug-2021 | |
| 2-5-3000-2050 | | | | | Lib Nby Lot/Grass Maintenance | | | | 22.60 |
| 2021-0694 LIBI | July 21-29 Library grass cutting (2) | | | | | 216 | 17-Aug-2021 | 17-Aug-2021 | |
| 2-5-3000-2050 | | | | | Lib Nby Lot/Grass Maintenance | | | | 22.60 |
| 2021-0740 LIB | Library grass cutting: Aug. 4-12 (2) | | | | | 216 | 23-Aug-2021 | 23-Aug-2021 | |
| 2-5-3000-2050 | | | | | Lib Nby Lot/Grass Maintenance | | | | 22.60 |
| **SGS12007** | **SGS LAKEFIELD RESEARCH LTD** | | | | | | | | |
| 11437344 LIBF | July 20 water testing @ 610 Alfred Str Ayton - Library portion | | | | | 216 | 17-Aug-2021 | 17-Aug-2021 | |
| 2-5-3000-2008 | | | | | Lib Utilities Water/Sewer Normanby | | | | 11.67 |
| | | | | | **Department Totals :** | | | | **102.07** |
| **DEPARTMENT 4000** | | | | | Library Expense Durham | | | | |
| **ALE00002** | **ALEXANDER AMANDA** | | | | | | | | |
| JULY 23/21 MI | July 23 mileage : 31.4 kms | | | | | 216 | 12-Aug-2021 | 12-Aug-2021 | |
| 2-5-4000-2021 | | | | | Courier Mileage/Compensation | | | | 15.07 |
| **BAR00004** | **BARCLAY WHOLESALE** | | | | | | | | |
| 43926 | Library : t.tissue & dispenser, towel dispenser | | | | | 216 | 12-Aug-2021 | 12-Aug-2021 | |
| 2-5-4000-2011 | | | | | Lib Office Supplies Durham | | | | 150.87 |
| **EXC05059** | **EXCEL BUSINESS SYSTEMS** | | | | | | | | |
| 258016 | Library copier lease - September | | | | | 216 | 17-Aug-2021 | 17-Aug-2021 | |
| 2-5-4000-2022 | | | | | Lib. Durham Copier Lease | | | | 163.85 |
| 423904 | July copier read - 1839 @ Library | | | | | 216 | 12-Aug-2021 | 12-Aug-2021 | |
| 2-5-4000-2036 | | | | | Library- Photocopies, Database, Website | | | | 63.40 |
| **FAR00003** | **FARLOW'S HOME HARDWARE** | | | | | | | | |
| 21025 JULY 20 | Cord for Library | | | | | 216 | 12-Aug-2021 | 12-Aug-2021 | |
| 2-5-4000-2015 | | | | | Lib Bldg Maintenance Durham | | | | 15.81 |
| **KAN00001** | **KANOPY INC** | | | | | | | | |
| 256539 | July: Play Credits-49 / KKids - 1/ KSeries- 1 | | | | | 216 | 12-Aug-2021 | 12-Aug-2021 | |
| 2-5-4000-2026 | | | | | Library - Overdrive/e-books | | | | 108.00 |
| **LIB00002** | **LIBRARY SERVICES CENTRE** | | | | | | | | |
| 608468 | July 23 book order / proc charges | | | | | 216 | 12-Aug-2021 | 12-Aug-2021 | |

Vendor : @HO00001 To ZZZ91192
Batch : 216 To 216
Department : All

Cheque Print Date : 01-Aug-2021 To 31-Aug-2021
Bank : 2 To 2
Class : All

| Vendor / Invoice / G.L. Account | Vendor Name / Description | GL Account Name | Batch Invc Date | Invc Due Date | Amount |
|---|---|---|---|---|---|
| **DEPARTMENT 4000** | Library Expense Durham | | | | |
| 2-5-4000-2043 | | Lib. Durham Book Processing Fees | | | 18.98 |
| 2-5-4000-2044 | | Lib Purchase Books Durham | | | 106.05 |
| **MUN13077** | **MUNICIPALITY OF GREY HIGHLANDS** | | | | |
| 5133 | Kajeet Smart wifi spots : 6 locations WG Library | | 216 12-Aug-2021 | 12-Aug-2021 | |
| 2-5-4000-2035 | | Library Computer Purchases | | | 1,356.00 |
| 2-5-4000-2017 | | Lib Connectivity/Internet | | | 1,700.09 |
| 2-5-4000-2010 | | Lib Durham FOL Supplies | | | 678.00 |
| **PET03180** | **PETTY CASH - TREASURER** | | | | |
| AUG. 2021 A | June 12: Dollarama - labels, balloons, dice, etc | | 216 12-Aug-2021 | 12-Aug-2021 | |
| 2-5-4000-2023 | | Program Development Durham | | | 32.54 |
| AUG. 2021 B | June 24: Dollarama - markers, b.brd, baskets, etc | | 216 12-Aug-2021 | 12-Aug-2021 | |
| 2-5-4000-2023 | | Program Development Durham | | | 44.19 |
| AUG. 2021 C | May 5 - window cleaning @ Durham Library | | 216 12-Aug-2021 | 12-Aug-2021 | |
| 2-5-4000-2015 | | Lib Bldg Maintenance Durham | | | 40.00 |
| AUG. 2021 D | June 2 window cleaning @ Durham Library | | 216 12-Aug-2021 | 12-Aug-2021 | |
| 2-5-4000-2015 | | Lib Bldg Maintenance Durham | | | 40.00 |
| AUG. 2021 E | June 18 : Randy's Lock - new branch keys (3) | | 216 12-Aug-2021 | 12-Aug-2021 | |
| 2-5-4000-2015 | | Lib Bldg Maintenance Durham | | | 20.34 |
| **S&19029** | **S & E LAWN CARE & SNOW REMOVAL LTD** | | | | |
| 2021-0581 LIBI | June 24-July 2 grass cutting @ Library | | 216 12-Aug-2021 | 12-Aug-2021 | |
| 2-5-4000-2050 | | Lib Durham Lot/Grass Maintenance | | | 45.20 |
| 2021-0628 LIB | July 8-15 grass cutting @ Library | | 216 12-Aug-2021 | 12-Aug-2021 | |
| 2-5-4000-2050 | | Lib Durham Lot/Grass Maintenance | | | 45.20 |
| 2021-0694 LIBI | July 21-29 Library grass cutting (2) | | 216 17-Aug-2021 | 17-Aug-2021 | |
| 2-5-4000-2050 | | Lib Durham Lot/Grass Maintenance | | | 45.20 |
| 2021-0720 | July cleaning services (4) @ Durham Library | | 216 12-Aug-2021 | 12-Aug-2021 | |
| 2-5-4000-3011 | | Lib Durham Contract Wages | | | 429.40 |
| 2021-0740 LIB | Library grass cutting: Aug. 4-12 (2) | | 216 23-Aug-2021 | 23-Aug-2021 | |
| 2-5-4000-2050 | | Lib Durham Lot/Grass Maintenance | | | 45.20 |
| **SWA00003** | **SWAN DUST CONTROL** | | | | |
| 5876241 | July 14 mat rental @ Durham Library | | 216 12-Aug-2021 | 12-Aug-2021 | |
| 2-5-4000-2015 | | Lib Bldg Maintenance Durham | | | 21.47 |
| 5882930 | July 28 mat rental @ Durham Library | | 216 12-Aug-2021 | 12-Aug-2021 | |
| 2-5-4000-2015 | | Lib Bldg Maintenance Durham | | | 21.47 |
| **TEC00001** | **TECH 360** | | | | |
| 2021-174 | Aug. 9-11 services: email migration to Google for Non Profits, s/u new email addresses, etc | | 216 17-Aug-2021 | 17-Aug-2021 | |
| 2-5-4000-2028 | | Library - IT support | | | 239.28 |
| 2021-176 | August: replace Gateway routers @ Ayton/Neust , update branch PC's | | 216 23-Aug-2021 | 23-Aug-2021 | |
| 2-5-4000-2035 | | Library Computer Purchases | | | 485.86 |
| 2-5-4000-2028 | | Library - IT support | | | 463.29 |
| **WHI00003** | **WHITEHOTS INC** | | | | |
| 3407317 | June 25 book order | | 216 12-Aug-2021 | 12-Aug-2021 | |
| 2-5-4000-2044 | | Lib Purchase Books Durham | | | 22.10 |
| 3407318 | June 25 book order | | 216 12-Aug-2021 | 12-Aug-2021 | |
| 2-5-4000-2044 | | Lib Purchase Books Durham | | | 307.16 |
| 3408966 | July 8 book order | | 216 12-Aug-2021 | 12-Aug-2021 | |

Vendor : @HO00001 To ZZZ91192
Batch : 216 To 216
Department : All

Cheque Print Date : 01-Aug-2021 To 31-Aug-2021
Bank : 2 To 2
Class : All

| Vendor / Invoice / G.L. Account | Vendor Name / Description | CC1 | CC2 | CC3 | GL Account Name | Batch | Invc Date | Invc Due Date | Amount |
|---|---|---|---|---|---|---|---|---|---|
| DEPARTMENT 4000 | Library Expense Durham | | | | | | | | |
| 2-5-4000-2044 | | | | | Lib Purchase Books Durham | | | | 406.50 |
| 3409117 | July 9 book order | | | | | 216 | 12-Aug-2021 | 12-Aug-2021 | |
| 2-5-4000-2044 | | | | | Lib Purchase Books Durham | | | | 176.99 |
| 3409810 | July 15 book order | | | | | 216 | 12-Aug-2021 | 12-Aug-2021 | |
| 2-5-4000-2044 | | | | | Lib Purchase Books Durham | | | | 219.31 |
| 3410044 | July 16 book order | | | | | 216 | 12-Aug-2021 | 12-Aug-2021 | |
| 2-5-4000-2044 | | | | | Lib Purchase Books Durham | | | | 24.08 |
| 3410778 | July 22 book order | | | | | 216 | 12-Aug-2021 | 12-Aug-2021 | |
| 2-5-4000-2044 | | | | | Lib Purchase Books Durham | | | | 226.77 |
| 3411063 | July 23 book order | | | | | 216 | 12-Aug-2021 | 12-Aug-2021 | |
| 2-5-4000-2044 | | | | | Lib Purchase Books Durham | | | | 26.04 |
| 3411064 | July 23 book order | | | | | 216 | 12-Aug-2021 | 12-Aug-2021 | |
| 2-5-4000-2044 | | | | | Lib Purchase Books Durham | | | | 65.72 |
| | | | | | Department Totals : | | | | 7,869.43 |
| | | | | | Computer Paid Total : | | | | 8,061.90 |

MUNICIPALITY OF WEST GREY
Council/Board Report By Dept-(EFT)
AP5130 Page : 3
Date : Aug 31, 2021 Time : 1:53pm

Vendor : @HO00001 To ZZZ91192
Batch : 216 To 216
Department : All

EFT Paid Date : 01-Aug-2021 To 31-Aug-2021
Bank : 2 To 2
Class : All

| Vendor Code / Invoice No. / G.L. Account | Vendor Name / Description | CC1 | CC2 | CC3 | GL Account Name | Batch | Invc Date | Invc Due Date | Amount |
|---|---|---|---|---|---|---|---|---|---|
| DEPARTMENT 2000 | Library Expense Neustadt | | | | | | | | |
| EAS00001 | EASTLINK | | | | | | | | |
| 16627444 | Neu.Library phone / internet/ | | | | to Aug. 8 | 216 | 27-Aug-2021 | 27-Aug-2021 | |
| 2-5-2000-2017 | | | | | Lib Internet Neustadt | | | | 84.69 |
| 2-5-2000-2016 | | | | | Lib Telephone/Fax Neustadt | | | | 28.43 |
| WES08001 | WESTARIO POWER | | | | | | | | |
| 2104670204 | Neustadt Library hydro - June | | | | | 216 | 27-Aug-2021 | 27-Aug-2021 | |
| 2-5-2000-2014 | | | | | Lib Utilities Hydro Neustadt | | | | 58.70 |
| | | | | | Department Totals : | | | | 171.82 |
| DEPARTMENT 3000 | Library Expense Normanby | | | | | | | | |
| EAS00001 | EASTLINK | | | | | | | | |
| 16681879 | Ayton Library phone/internet / | | | | to Aug. 11 | 216 | 27-Aug-2021 | 27-Aug-2021 | |
| 2-5-3000-2017 | | | | | Lib Internet Normanby | | | | 84.69 |
| 2-5-3000-2016 | | | | | Lib Telephone/Fax Normanby | | | | 28.43 |
| HYD15021 | HYDRO ONE NETWORKS INC. | | | | | | | | |
| 610 ALF AUG.3 | 610 Alfred Str Ayton hdyro to July 23 - Library portion | | | | | 216 | 31-Aug-2021 | 31-Aug-2021 | |
| 2-5-3000-2014 | | | | | Lib Utilities Hydro Normanby | | | | 107.46 |
| | | | | | Department Totals : | | | | 220.58 |

Vendor : @HO00001 To ZZZ91192
Batch : 216 To 216
Department : All

EFT Paid Date : 01-Aug-2021 To 31-Aug-2021
Bank : 2 To 2
Class : All

| Vendor Code / Invoice No. / G.L. Account | Vendor Name / Description | GL Account Name | Batch | Invc Date | Invc Due Date | Amount |
|---|---|---|---|---|---|---|
| **DEPARTMENT 3000** | Library Expense Normanby | | | | | |
| **DEPARTMENT 4000** | Library Expense Durham | | | | | |
| **CIB03019** | **CIBC CREDIT CARD SERVICES** | | | | | |
| 6065 JULY 24/2 | June 25 Applie iCloud storage plan for July | | 216 | 10-Aug-2021 | 10-Aug-2021 | |
| 2-5-4000-2036 | | Library- Photocopies, Database, Website | | | | 1.46 |
| 6065 JULY 24/2 | June 25 Amazon.ca: DVD 'Godzilla vs Kong" | | 216 | 10-Aug-2021 | 10-Aug-2021 | |
| 2-5-4000-2045 | | Lib DVDs Durham | | | | 27.11 |
| 6065 JULY 24/2 | June 26 Amazon.ca refund on DVD | | 216 | 10-Aug-2021 | 10-Aug-2021 | |
| 2-5-4000-2045 | | Lib DVDs Durham | | | | -2.26 |
| 6065 JULY 24/2 | June 30 OLA membership for K.Storz | | 216 | 10-Aug-2021 | 10-Aug-2021 | |
| 2-5-4000-2077 | | Lib Durham Conference/Training | | | | 141.25 |
| 6065 JULY 24/2 | June 28 WWW.1and1.com | | 216 | 10-Aug-2021 | 10-Aug-2021 | |
| 2-5-4000-2036 | | Library- Photocopies, Database, Website | | | | 17.32 |
| 6065 JULY 24/2 | July 2 Amazon.ca - DVD 'The Croods' | | 216 | 10-Aug-2021 | 10-Aug-2021 | |
| 2-5-4000-2045 | | Lib DVDs Durham | | | | 16.81 |
| 6065 JULY 24/2 | July 7 National Geographic magazine renewal | | 216 | 10-Aug-2021 | 10-Aug-2021 | |
| 2-5-4000-2046 | | Lib Periodicals Durham | | | | 64.18 |
| 6065 JULY 24/2 | July 9 Amazon.ca DVD order | | 216 | 10-Aug-2021 | 10-Aug-2021 | |
| 2-5-4000-2045 | | Lib DVDs Durham | | | | 44.07 |
| 6065 JULY 24/2 | July 14 Canada Post interlibrary loan delivery charges | | 216 | 10-Aug-2021 | 10-Aug-2021 | |
| 2-5-4000-2019 | | Lib ILLO Expense | | | | 8.39 |
| 6065 JULY 24/2 | July 16 SOL course: Library Programming - Instructor K.Culkin | | 216 | 10-Aug-2021 | 10-Aug-2021 | |
| 2-5-4000-2077 | | Lib Durham Conference/Training | | | | 169.50 |
| **EAS00001** | **EASTLINK** | | | | | |
| 16627444 | Neu.Library security to Aug. 8 | | 216 | 27-Aug-2021 | 27-Aug-2021 | |
| 2-5-4000-2051 | | Library - Security Expense | | | | 25.88 |
| 16681879 | Ayton Library seculrty to Aug. 11 | | 216 | 27-Aug-2021 | 27-Aug-2021 | |
| 2-5-4000-2051 | | Library - Security Expense | | | | 25.88 |
| 16886352 | Durham Library phone/internet / security to Aug. 29 | | 216 | 27-Aug-2021 | 27-Aug-2021 | |
| 2-5-4000-2017 | | Lib Connectivity/Internet | | | | 134.41 |
| 2-5-4000-2051 | | Library - Security Expense | | | | 67.52 |
| 2-5-4000-2016 | | Lib Telephone/Fax Durham | | | | 120.18 |
| **HYD15021** | **HYDRO ONE NETWORKS INC.** | | | | | |
| 453 GARAF AU | Durham Library hydro to Aug. 21 | | 216 | 31-Aug-2021 | 31-Aug-2021 | |
| 2-5-4000-2014 | | Lib Utiltiies Hydro Durham | | | | 274.68 |
| **UNI21001** | **ENBRIDGE GAS (UNION GAS)** | | | | | |
| 453 GARAF AL | Durham Library heat to Aug. 16 | | 216 | 31-Aug-2021 | 31-Aug-2021 | |
| 2-5-4000-2009 | | Lib Utilities Heat Durham | | | | 36.13 |
| | | | | | **Department Totals :** | **1,172.51** |
| | | | | | **EFT Paid Total :** | **1,564.91** |

| | |
|---|---|
| Total Unpaid for Approval : | 0.00 |
| Total Manually Paid for Approval : | 0.00 |
| Total Computer Paid for Approval : | 8,061.90 |
| Total EFT Paid for Approval : | 1,564.91 |
| Grand Total ITEMS for Approval : | 9,626.81 |

| | ELMWOOD | 2000 NEUSTADT | 3000 AYTON | 4000 DURHAM | 5000 BOARD | WGPL | 2,022 | 2,021 Approved | $$ BUDGET CHANGE | % BUDGET CHANGE | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **REVENUE** | | | | | | | | | | | |
| Development Charges | | 0 | 0 | 0 | | (6,000) | (6,000) | (6,000) | 0 | 0.00% | |
| Transfer from General Reserve | | | | | | | 0 | 0 | 0 | #DIV/0! | |
| Transfer from Provincial Grant Reserve | | | | | | | 0 | 0 | 0 | #DIV/0! | |
| Annual Provincial Grant | | | | | | (24,190) | (24,190) | (24,190) | 0 | 0.00% | |
| Provincial Grant (for automation) | | | | | | | 0 | 0 | 0 | #DIV/0! | |
| Library Provincial Rev - Connectivity | | | | | | (800) | (800) | (800) | 0 | 0.00% | |
| Library Federal Rev - WIL/CAP | | | | | | | 0 | 0 | 0 | #DIV/0! | |
| Library Donations | | | | | | | 0 | 0 | 0 | #DIV/0! | |
| Lib. Revenue | | | | | | (1,250) | (1,250) | (1,250) | 0 | 0.00% | |
| Lib. Rev/Service Fee | | | | | | (1,250) | (1,250) | (1,250) | 0 | 0.00% | |
| Lib. Fines | | | | | | | 0 | (1,250) | 1,250 | -100.00% | |
| Lib. Computer Use Fee | | | | | | | 0 | 0 | 0 | #DIV/0! | |
| | | | | | | | | | 0 | #DIV/0! | |
| Transfer from Capital Reserve | | | | | | | | | 0 | #DIV/0! | |
| **TOTAL REVENUES** | | **0** | **0** | **0** | **0** | **(33,490)** | **(33,490)** | **(34,740)** | **1,250** | -3.60% | |
| **EXPENDITURES** | | | | | | | | | | | |
| Lib. Wages | | | | | | 304,538 | 304,538 | 258,633 | 45,905 | 17.75% | |
| Lib. Benefits | | | | | | **59,702** | 59,702 | 55,107 | 4,595 | 8.34% | |
| Lib. Office Supplies | | | | | | **1,200** | 1,200 | 1,000 | 200 | 20.00% | Supplies incr |
| Lib. ILLO | | | | | | **700** | 700 | 700 | 0 | 0.00% | Not used mu |
| Lib. COVID | | | | | | **1,500** | 1,500 | 1,500 | 0 | 0.00% | |
| Lib. Bldg. Supplies & Maintenance | | | | | | **5,000** | 5,000 | 5,000 | 0 | 0.00% | |
| Lib. Courier Mileage/Compensation | | | | | | **1,000** | 1,000 | 1,000 | 0 | 0.00% | |
| Lib. Durham Copier Lease | | | | | | **2,400** | 2,400 | 1,800 | 600 | 33.33% | Increase in p |
| Lib. Tech/Maint. | | | | | | **4,000** | 4,000 | 4,000 | 0 | 0.00% | hotspots, len |
| Lib. Automation (software) | | | | | | **5,000** | 5,000 | 4,000 | 1,000 | 25.00% | Increase to c |
| Lib. Book Processing | | | | | | **3,000** | 3,000 | 3,000 | 0 | 0.00% | |
| Lib. Purchase Books | | | | | | **24,000** | 24,000 | 24,000 | 0 | 0.00% | |
| Lib. Purchase DVDs | | | | | | **1,000** | 1,000 | 1,000 | 0 | 0.00% | |
| Lib. Purchase Periodicals | | | | | | **2,000** | 2,000 | 1,000 | 1,000 | 100.00% | Increased to |
| Lib. Security | | | | | | **1,400** | 1,400 | 1,400 | 0 | 0.00% | |
| Lib. Volunteer Recog. | | | | | | **500** | 500 | 300 | 200 | 66.67% | Increase to re |
| Lib. Advertising/Marketing | | | | | | **1,000** | 1,000 | 1,000 | 0 | 0.00% | |
| Lib. Gen. Memberships | | | | | | **400** | 400 | 400 | 0 | 0.00% | |
| Lib. Program Develop. | | | | | | **4,000** | 4,000 | 2,500 | 1,500 | 60.00% | Increased to |
| Lib. Hall Rentals | | | | | | **1,000** | 1,000 | 400 | 600 | 150.00% | Increased for |
| Lib. Overdrive/e-resources | | | | | | **6,000** | 6,000 | 4,000 | 2,000 | 50.00% | inc in pricing, |
| Lib. KOHA support | | | | | | **5,000** | 5,000 | 4,600 | 400 | 8.70% | Increase in p |
| Lib. IT support | | | | | | **2,500** | 2,500 | 2,500 | 0 | 0.00% | |
| Lib. Confer/Training | | | | | | **4,000** | 4,000 | 4,000 | 0 | 0.00% | |
| Contracting library services | | | | | | | 0 | | 0 | #DIV/0! | |
| Municipal Admin. Costs | | | | | | **3,400** | 3,400 | 3,400 | 0 | 0.00% | |
| | | 0 | 0 | 0 | 0 | 444,240 | 444,240 | 386,240 | 58,000 | | |
| Lib. Utilities Water/Sewer | | 600 | 100 | 700 | | | 1,400 | 1,400 | 0 | 0.00% | |
| Lib. Utilities Heat | | 2,000 | 2,000 | 1,200 | | | 5,200 | 5,200 | 0 | 0.00% | |
| Lib. Utilities Hydro | | 1,500 | 1,800 | 3,000 | | | 6,300 | 6,300 | 0 | 0.00% | |
| Lib. Telephone/Fax | | 400 | 400 | 1,500 | | | 2,300 | 2,350 | (50) | -2.13% | |
| Lib. Connect/Internet | | 800 | 800 | 5,000 | | | 6,600 | 3,800 | 2,800 | 73.68% | increased for |
| Lib. Insurance | | 1,602 | 1,602 | 1,602 | | | 4,806 | 3,000 | 1,806 | 60.20% | |
| Lib. Lot/Grass Maint. | | 400 | 600 | 1,500 | | | 2,500 | 2,400 | 100 | 4.17% | |
| Lib. Contract Labour | | 600 | 600 | 5,000 | | | 6,200 | 6,200 | 0 | 0.00% | |
| | | 7,902 | 7,902 | 19,502 | 0 | | 35,306 | 30,650 | 4,656 | | |
| **TOTAL EXPENDITURES** | | **7,902** | **7,902** | **19,502** | **0** | | **479,546** | **416,890** | **62,656** | 15.03% | |
| **West Grey Library Levy** | | **7,902** | **7,902** | **19,502** | **0** | | **446,056** | **382,150** | **63,906** | 16.72% | |

**Summary:**
The proposed 2022 Library budget amount of $446,056. This represents a $63,906 budget increase to the levy.

| Expenditure | Level of Service | Budget Increase |
|---|---|---|
| Staffing | • Staff hours at 5.9 FTE<br>• Increase in benefits | • $45,905 increase in wages<br>• Increase staff hours by 16 hours plus an extra person to help cover busy Saturdays in Durham, and to cover sick days due to COVID, and holidays.<br>• $4,595 increase in benefits |
| Automation (software) | • Local history database | • $1,000 increase |
| Programming | • To continue programs done in 2021 during COVID. craft in bag programs, digital programs | • $1,500 increase |
| Hall rentals | • In person programs won't be held in branches, as they aren't large enough | • $600 increase |
| Overdrive/e-resources | • Increase in pricing, added Kanopy | • $2,000 increase |
| Internet | • To cover hotspots data charge | • $2800 increase |
| Total Operating Increase | | $63,906 |

The recommended staffing guideline (Ontario Public Library Guidelines) for libraries is .5 to .7 per 1000 population. We are slowing raising our staffing levels to try and reach .5 per 1000 which is 6.15 FTE (215 staff hours) over the next few years which is the minimum # of staff hours.

**Proposed 2021 Capital Budget**

| Items | Rationale | Budget Increase |
|---|---|---|
| Durham | Paint bathrooms | $3,000 |
| Ayton | Windows | Possibly whole building done at once and not part of our capital |
| Neustadt | Bay Window | $8,000 |
| Total Capital | | $11,000 |