

## 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=RzFRWlpScHBWdmt4akdHROFLK08rUT09>

**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**

**October 13, 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 – September 8, 2021
  - b. Accounts Payable – A/P Voucher VO9 - \$8,261.78

**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
  - a. 2022 budget
  - b. Grey Highlands Library Service Contract up for renewal
  - c. Review of Strategic Plan

## West Grey Public Library Board

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

d. Staff recognition

8. Report from Council members'
9. Other business
  - a. Library hours in Durham
  - b. Workplace Violence in Libraries (email)
10. Open Discussion (15 min)
11. Next Meeting – Wednesday November 10, 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**

September 8, 2021

West Grey Public Library - Virtual

**Present:** Malcolm Beddoe, Stephen Townsend, Michele Humphrey, Beth Hamilton, Elizabeth Murray, Kim Storz, CEO

**Absent:** Boyde Colwell

**Call to Order**

The Chair called the meeting to order at 7:10 pm

**Moved by Elizabeth Murray and seconded by Stephen Townsend it hereby be resolved that the West Grey Public Library Board approve the agenda as amended. 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– June 2021
- b. Accounts Payable –June 2021 \$6,684.44, July 2021 \$6,049.72, August 2021 \$9,626.81

**Moved by Beth Hamilton and seconded by Elizabeth Murray 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.

New flooring installed in Durham Branch.

Branches are now open to in person patrons.

Creating process for curbside service to continue.

Staff Recognition Awards for Years of Service – Kim and Beth will work on creating a staff recognition event and invitations will be extended to West Grey Council

Free printing is being offered by all Grey & Bruce County Libraries for proof of COVID-19 vaccination.

Time capsule dedication Sept 24<sup>th</sup>, 2021

**Moved by Elizabeth Murray and seconded by Stephen Townsend that WGPL Board recognize all staff as an expression of thanks for their efforts through COVID-19; and special recognition for years of service benchmarks in October during Library Week. Motion carried.**

**Moved by Stephen Townsend and seconded by Elizabeth Murray to receive the Librarian's Report for September 2021. Motion carried.**

# West Grey Public Library Board Minutes

September 8, 2021

West Grey Public Library - Virtual

## Correspondence – None

### Matters arising from the Minutes-

Performance Review by Policy Committee will be presented to the Board in October or November 2021

Succession Planning- Spring 2022 for Fall 2022: Discussion on how to prepare for a potential change to the Board appointed after the Municipal election in 2022

### Report from Council members

Council will recognize Library Week

Council acknowledged the library capsule event

Consultant to examine West Grey growth management study

Climate Action Plan for West Grey

### Other business:

**Draft Budget 2022 Discussion-** Council would like the budget submitted after the Board's October meeting

Discussion around budget increases

Service review impact on budget

Movement towards fine free to create inclusivity

CEO will bring budget back to the Board for approval in October

### Open Discussion

Future meetings will remain virtual at this time

Future Discussion: Modernization of the library

**Next Meeting: October 13, 2021 at 7pm via ZOOM**

**Adjournment:** Motion to adjourn at 9 pm moved by Elizabeth Murray.

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Chair

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Date

**MUNICIPALITY OF WEST GREY**  
**LIBRARY - WEST GREY**



GL5410

Date : Oct 08, 2021

Page : 1

Time : 10:38 am

5B

For Period Ending 31-Dec-2021

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
<b>LIBRARY</b>				
<b>OPERATING REVENUES</b>				
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)	86.96
Donations	(2,126.77)	0.00	2,126.77	0.00
Library Revenue	(256.57)	(1,250.00)	(993.43)	20.53
Service Fees Revenue	(499.25)	(1,250.00)	(750.75)	39.94
Fines Revenue	(95.60)	(1,250.00)	(1,154.40)	7.65
Total OPERATING REVENUES	(3,696.87)	(34,740.00)	(31,043.13)	10.64
<b>OPERATING EXPENSES</b>				
Wages	177,862.45	258,633.00	80,770.55	68.77
Benefits	36,817.03	55,107.00	18,289.97	66.81
Materials & Supplies	1,294.30	1,500.00	205.70	86.29
Office Supplies	1,577.91	1,000.00	(577.91)	157.79
Volunteer Recognition	499.15	300.00	(199.15)	166.38
General Memberships	100.00	400.00	300.00	25.00
Advertising	672.79	1,000.00	327.21	67.28
Building Maintenance	3,204.63	5,000.00	1,795.37	64.09
Mileage/Courier	331.51	1,000.00	668.49	33.15
Copier Lease	1,475.50	1,800.00	324.50	81.97
Program Development	3,225.15	2,500.00	(725.15)	129.01
ILLO Expense	213.41	700.00	486.59	30.49
Overdrive/E-Books	6,225.31	4,000.00	(2,225.31)	155.63
KOHA Support	4,972.00	4,600.00	(372.00)	108.09
IT Support	2,571.39	2,500.00	(71.39)	102.86
Equipment Maintenance	2,413.66	4,000.00	1,586.34	60.34
Automation - Patrons	2,303.53	4,000.00	1,696.47	57.59
Book Processing Fee	2,036.14	3,000.00	963.86	67.87
Books	15,548.86	24,000.00	8,451.14	64.79
Videos	410.89	1,000.00	589.11	41.09
Periodicals	418.49	1,000.00	581.51	41.85
Conference/Training	938.22	4,000.00	3,061.78	23.46
Security	920.10	1,400.00	479.90	65.72
Library Board	0.00	3,400.00	3,400.00	0.00
Total OPERATING EXPENSES	266,032.42	385,840.00	119,807.58	68.95
<b>BRANCH EXPENSES</b>				
ELMWOOD BRANCH EXPENSES	111.86	50.00	(61.86)	223.72
NEUSTADT BRANCH EXPENSES	5,525.33	7,200.00	1,674.67	76.74
NORMANBY BRANCH EXPENSES	4,472.23	7,300.00	2,827.77	61.26
DURHAM BRANCH EXPENSES	12,552.72	16,500.00	3,947.28	76.08
Total BRANCH EXPENSES	22,662.14	31,050.00	8,387.86	72.99
Total LIBRARY	284,997.69	382,150.00	97,152.31	74.58

**MUNICIPALITY OF WEST GREY**  
**LIBRARY - WEST GREY**



GL5410

Date : Oct 08, 2021

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Time : 10:39 am

For Period Ending 31-Dec-2021

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
<b>LIBRARY</b>				
<b>OPERATING REVENUES</b>				
<b>Transfer from Reserves</b>				
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
<b>Grants Province</b>				
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
<b>Interest Revenue</b>				
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
<b>Prov Revenue - Connectivity</b>				
2-4-4000-5310 Lib Prov Revenue - Connectivity	(695.70)	(800.00)	(104.30)	86.96
Total Prov Revenue - Connectivity	(695.70)	(800.00)	(104.30)	86.96
<b>Donations</b>				
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
2-4-4000-6500 Library Donations - Friends of Library	(384.12)	0.00	384.12	0.00
2-4-5000-5350 Lib. Brd Rev.-Child.Prog. Donations	(230.00)	0.00	230.00	0.00
Total Donations	(2,126.77)	0.00	2,126.77	0.00
<b>Library Revenue</b>				
2-4-4000-5410 Library Revenue Durham	(256.57)	(1,250.00)	(993.43)	20.53
Total Library Revenue	(256.57)	(1,250.00)	(993.43)	20.53
<b>Service Fees Revenue</b>				
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)	38.12
Total Service Fees Revenue	(499.25)	(1,250.00)	(750.75)	39.94
<b>Fines Revenue</b>				
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)	7.56
Total Fines Revenue	(95.60)	(1,250.00)	(1,154.40)	7.65
Total OPERATING REVENUES	(3,696.87)	(34,740.00)	(31,043.13)	10.64
<b>OPERATING EXPENSES</b>				
<b>Wages</b>				
2-5-4000-1010 Lib Wages Durham	177,862.45	258,633.00	80,770.55	68.77
Total Wages	177,862.45	258,633.00	80,770.55	68.77
<b>Benefits</b>				
2-5-4000-1015 Lib Benefits Durham	36,817.03	55,107.00	18,289.97	66.81
Total Benefits	36,817.03	55,107.00	18,289.97	66.81
<b>Materials &amp; Supplies</b>				
2-5-4000-2010 Lib Durham FOL Supplies	610.56	0.00	(610.56)	0.00
2-5-4000-2029 Library COVID Expenses	683.74	1,500.00	816.26	45.58

**MUNICIPALITY OF WEST GREY**  
**LIBRARY - WEST GREY**



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For Period Ending 31-Dec-2021

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
<b>LIBRARY</b>				
Total Materials & Supplies	1,294.30	1,500.00	205.70	86.29
<b>Office Supplies</b>				
2-5-4000-2011 Lib Office Supplies Durham	1,577.91	1,000.00	(577.91)	157.79
Total Office Supplies	1,577.91	1,000.00	(577.91)	157.79
<b>Volunteer Recognition</b>				
2-5-4000-2012 Volunteer Recognition Durham	499.15	300.00	(199.15)	166.38
Total Volunteer Recognition	499.15	300.00	(199.15)	166.38
<b>General Memberships</b>				
2-5-4000-2020 Lib General Memberships	100.00	400.00	300.00	25.00
Total General Memberships	100.00	400.00	300.00	25.00
<b>Advertising</b>				
2-5-4000-2013 Lib Advertising Durham	672.79	1,000.00	327.21	67.28
Total Advertising	672.79	1,000.00	327.21	67.28
<b>Building Maintenance</b>				
2-5-4000-2015 Lib Bldg Maintenance Durham	3,204.63	5,000.00	1,795.37	64.09
Total Building Maintenance	3,204.63	5,000.00	1,795.37	64.09
<b>Mileage/Courier</b>				
2-5-4000-2021 Courier Mileage/Compensation	331.51	1,000.00	668.49	33.15
Total Mileage/Courier	331.51	1,000.00	668.49	33.15
<b>Copier Lease</b>				
2-5-4000-2022 Lib. Durham Copier Lease	1,475.50	1,800.00	324.50	81.97
Total Copier Lease	1,475.50	1,800.00	324.50	81.97
<b>Program Development</b>				
2-5-4000-2023 Program Development Durham	3,225.15	2,500.00	(725.15)	129.01
Total Program Development	3,225.15	2,500.00	(725.15)	129.01
<b>ILLO Expense</b>				
2-5-4000-2019 Lib ILLO Expense	213.41	700.00	486.59	30.49
Total ILLO Expense	213.41	700.00	486.59	30.49
<b>Overdrive/E-Books</b>				
2-5-4000-2026 Library - Overdrive/e-books	6,225.31	4,000.00	(2,225.31)	155.63
Total Overdrive/E-Books	6,225.31	4,000.00	(2,225.31)	155.63
<b>KOHA Support</b>				
2-5-4000-2027 Library - KOHA support	4,972.00	4,600.00	(372.00)	108.09
Total KOHA Support	4,972.00	4,600.00	(372.00)	108.09
<b>IT Support</b>				
2-5-4000-2028 Library - IT support	2,571.39	2,500.00	(71.39)	102.86
Total IT Support	2,571.39	2,500.00	(71.39)	102.86
<b>Equipment Maintenance</b>				
2-5-4000-2035 Library Computer Purchases	2,413.66	4,000.00	1,586.34	60.34

**MUNICIPALITY OF WEST GREY**  
**LIBRARY - WEST GREY**



GL5410

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For Period Ending 31-Dec-2021

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
<b>LIBRARY</b>				
Total Equipment Maintenance	2,413.66	4,000.00	1,586.34	60.34
<b>Automation - Patrons</b>				
2-5-4000-2036 Library- Photocopies, Database, Webs	2,303.53	4,000.00	1,696.47	57.59
Total Automation - Patrons	2,303.53	4,000.00	1,696.47	57.59
<b>Book Processing Fee</b>				
2-5-4000-2043 Lib. Durham Book Processing Fees	2,036.14	3,000.00	963.86	67.87
Total Book Processing Fee	2,036.14	3,000.00	963.86	67.87
<b>Books</b>				
2-5-4000-2044 Lib Purchase Books Durham	15,548.86	24,000.00	8,451.14	64.79
Total Books	15,548.86	24,000.00	8,451.14	64.79
<b>Videos</b>				
2-5-4000-2045 Lib DVDs Durham	410.89	1,000.00	589.11	41.09
Total Videos	410.89	1,000.00	589.11	41.09
<b>Periodicals</b>				
2-5-4000-2046 Lib Periodicals Durham	418.49	1,000.00	581.51	41.85
Total Periodicals	418.49	1,000.00	581.51	41.85
<b>Conference/Training</b>				
2-5-4000-2077 Lib Durham Conference/Training	938.22	4,000.00	3,061.78	23.46
Total Conference/Training	938.22	4,000.00	3,061.78	23.46
<b>Security</b>				
2-5-4000-2051 Library - Security Expense	920.10	1,400.00	479.90	65.72
Total Security	920.10	1,400.00	479.90	65.72
<b>Library Board</b>				
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	266,032.42	385,840.00	119,807.58	68.95
<b>BRANCH EXPENSES</b>				
<b>ELMWOOD BRANCH EXPENSES</b>				
2-5-1000-2016 Lib Telephone/Fax Elmwood	111.86	50.00	(61.86)	223.72
Total ELMWOOD BRANCH EXPENSES	111.86	50.00	(61.86)	223.72
<b>NEUSTADT BRANCH EXPENSES</b>				
2-5-2000-2008 Lib Utilities Water/Sewer Neustadt	278.85	600.00	321.15	46.48
2-5-2000-2009 Lib Utilities Heat Neustadt	2,119.71	2,000.00	(119.71)	105.99
2-5-2000-2014 Lib Utilities Hydro Neustadt	389.38	1,500.00	1,110.62	25.96
2-5-2000-2016 Lib Telephone/Fax Neustadt	206.72	400.00	193.28	51.68
2-5-2000-2017 Lib Internet Neustadt	610.16	800.00	189.84	76.27
2-5-2000-2025 Lib Insurance Neustadt	1,602.00	1,000.00	(602.00)	160.20
2-5-2000-2050 Lib Neustadt Lot/Grass Maintenance	318.51	300.00	(18.51)	106.17
2-5-2000-3011 Lib Contract Labour Neustadt	0.00	600.00	600.00	0.00
Total NEUSTADT BRANCH EXPENSES	5,525.33	7,200.00	1,674.67	76.74
<b>NORMANBY BRANCH EXPENSES</b>				



**MUNICIPALITY OF WEST GREY**  
**LIBRARY - WEST GREY**



GL5410

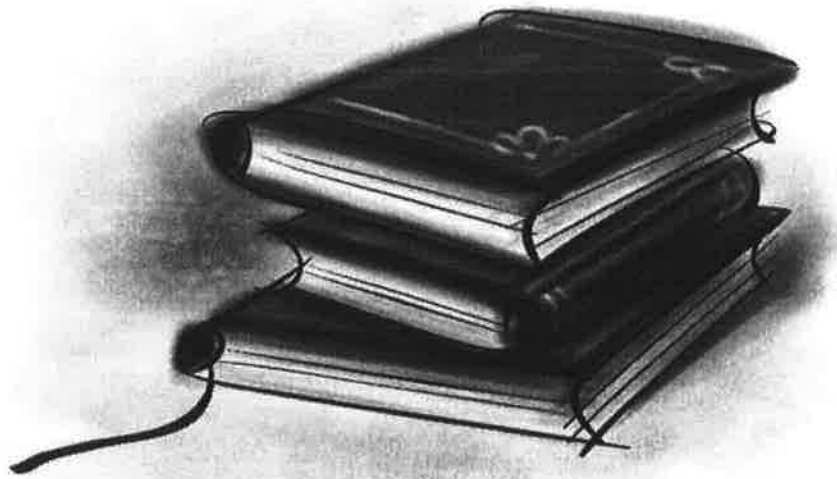
Date : Oct 08, 2021

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Time : 10:39 am

For Period Ending 31-Dec-2021

	CURRENT	CURRENT	VARIANCE \$	VARIANCE %
	YEAR TO DATE	BUDGET		
<b>LIBRARY</b>				
2-5-3000-2008 Lib Utilities Water/Sewer Normanby	84.00	100.00	16.00	84.00
2-5-3000-2009 Lib Utilities Heat Normanby	1,052.93	2,000.00	947.07	52.65
2-5-3000-2014 Lib Utilities Hydro Normanby	753.89	1,800.00	1,046.11	41.88
2-5-3000-2016 Lib Telephone/Fax Normanby	206.44	400.00	193.56	51.61
2-5-3000-2017 Lib Internet Normanby	610.16	800.00	189.84	76.27
2-5-3000-2025 Lib Insurance Normanby	1,602.00	1,000.00	(602.00)	160.20
2-5-3000-2050 Lib Nby Lot/Grass Maintenance	162.81	600.00	437.19	27.14
2-5-3000-3011 Lib Contract Labour Normanby	0.00	600.00	600.00	0.00
Total NORMANBY BRANCH EXPENSES	4,472.23	7,300.00	2,827.77	61.26
<b>DURHAM BRANCH EXPENSES</b>				
2-5-4000-2008 Lib Utilities Water/Sewer Durham	304.36	700.00	395.64	43.48
2-5-4000-2009 Lib Utilities Heat Durham	780.82	1,200.00	419.18	65.07
2-5-4000-2014 Lib Utilities Hydro Durham	2,323.35	3,000.00	676.65	77.45
2-5-4000-2016 Lib Telephone/Fax Durham	878.94	1,500.00	621.06	58.60
2-5-4000-2017 Lib Connectivity/Internet	2,725.24	2,200.00	(525.24)	123.87
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)	160.20
2-5-4000-2050 Lib Durham Lot/Grass Maintenance	325.61	1,500.00	1,174.39	21.71
2-5-4000-3011 Lib Durham Contract Wages	3,612.40	5,000.00	1,387.60	72.25
Total DURHAM BRANCH EXPENSES	12,552.72	16,500.00	3,947.28	76.08
Total BRANCH EXPENSES	22,662.14	31,050.00	8,387.86	72.99
Total LIBRARY	284,997.69	382,150.00	97,152.31	74.58



**MUNICIPALITY OF WEST GREY**

**LIBRARY BOARD MEETING**

**Wednesday, Oct. 13<sup>th</sup>, 2021**



A/P VOUCHER 2021

September V09 - \$8,261.78

**MUNICIPALITY OF WEST GREY**  
**Council/Board Report By Dept-(Computer)**



AP5130

Page : 1

Date : Oct 08, 2021

Time : 9:05 am

Vendor : @HO00001 To ZZZ91192

Batch : 241 To 241

Department : All

Cheque Print Date : 01-Sep-2021 To 30-Sep-2021

Bank : 2 To 2

Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				

**DEPARTMENT 2000** Library Expense Neustadt

**S&19029 S & E LAWN CARE & SNOW REMOVAL LTD**

2021-0785 LIBI Library grass cutting (Aug. 18-26	241	28-Sep-2021	28-Sep-2021	
2-5-2000-2050 Lib Neustadt Lot/Grass Maintenance				22.60
<b>Department Totals :</b>				<b>22.60</b>

**DEPARTMENT 3000** Library Expense Normanby

**S&19029 S & E LAWN CARE & SNOW REMOVAL LTD**

2021-0785 LIBI Library grass cutting (Aug. 18-26	241	28-Sep-2021	28-Sep-2021	
2-5-3000-2050 Lib Nby Lot/Grass Maintenance				22.60

**SGS12007 SGS LAKEFIELD RESEARCH LTD**

11442870 LIBR Aug. 17 water testing @ 610 Alfred Str Ayton - library portion	241	28-Sep-2021	28-Sep-2021	
2-5-3000-2008 Lib Utilities Water/Sewer Normanby				11.67
<b>Department Totals :</b>				<b>34.27</b>

**DEPARTMENT 4000** Library Expense Durham

**BAR00004 BARCLAY WHOLESALE**

45721 Paper towels for Library	241	28-Sep-2021	28-Sep-2021	
2-5-4000-2011 Lib Office Supplies Durham				38.70

**EXC05069 EXCEL BUSINESS SYSTEMS**

258835 Library copier lease - October	241	28-Sep-2021	28-Sep-2021	
2-5-4000-2022 Lib. Durham Copier Lease				163.85

426226 Library copier read - August (668)

2-5-4000-2036 Library- Photocopies, Database, Website	241	28-Sep-2021	28-Sep-2021	
				34.76

**FAR00003 FARLOW'S HOME HARDWARE**

21025 AUGUS Library: screws /anchors	241	28-Sep-2021	28-Sep-2021	
2-5-4000-2015 Lib Bldg Maintenance Durham				18.86

**KAN00001 KANOPY INC**

260959-PPU August : Play Credits - 30	241	28-Sep-2021	28-Sep-2021	
2-5-4000-2026 Library - Overdrive/e-books				60.00

**LIB00001 LIBRARY BOUND INC**

30086544 Oct. 28/20 book order / proc charges	241	28-Sep-2021	28-Sep-2021	
2-5-4000-2044 Lib Purchase Books Durham				161.59
2-5-4000-2043 Lib. Durham Book Processing Fees				16.18

**LIB00002 LIBRARY SERVICES CENTRE**

610544 Sept. 2 book order / proc charges	241	28-Sep-2021	28-Sep-2021	
2-5-4000-2044 Lib Purchase Books Durham				379.28
2-5-4000-2043 Lib. Durham Book Processing Fees				84.08

610941 Sept. 10 book order / proc charges

2-5-4000-2043 Lib. Durham Book Processing Fees	241	28-Sep-2021	28-Sep-2021	
2-5-4000-2044 Lib Purchase Books Durham				46.11
				169.33

611364 Sept. 17 book order / proc charges

2-5-4000-2043 Lib. Durham Book Processing Fees	241	28-Sep-2021	28-Sep-2021	
2-5-4000-2044 Lib Purchase Books Durham				32.54
				168.87

**PET03180 PETTY CASH - TREASURER**

SEPT 2021 A July 5 - Dollarama : lunch bags	241	28-Sep-2021	28-Sep-2021	
2-5-4000-2023 Program Development Durham				8.53

**MUNICIPALITY OF WEST GREY**  
**Council/Board Report By Dept-(Computer)**



AP5130

Page : 2

Date : Oct 08, 2021

Time : 9:05 am

Vendor : @H000001 To ZZZ91192

Batch : 241 To 241

Department : All

Cheque Print Date : 01-Sep-2021 To 30-Sep-2021

Bank : 2 To 2

Class : All

Vendor Invoice	Vendor Name Description				Batch Invc Date	Inv Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
<b>DEPARTMENT 4000 Library Expense Durham</b>							
SEPT 2021 B Window cleaning: July 7 + Aug. 4					241 28-Sep-2021	28-Sep-2021	
2-5-4000-2015				Lib Bldg Maintenance Durham			80.00
SEPT 2021 C Sept. 7: Johnny K Sports - custom time pod plate					241 28-Sep-2021	28-Sep-2021	
2-5-4000-2023				Program Development Durham			28.25
SEPT 2021 D Aug. 27 : Eckhardt's Floral - 10 orange bows					241 28-Sep-2021	28-Sep-2021	
2-5-4000-2011				Lib Office Supplies Durham			50.00
<b>PRI00001 STORZ KIM</b>							
3018835 Reimburse for Ideal Supply - microfibre clothes					241 28-Sep-2021	28-Sep-2021	
2-5-4000-2015				Lib Bldg Maintenance Durham			19.76
AUG 31/21 Reimburse Aug. 31: 'Country Corner Eatery' staff lunch during move					241 28-Sep-2021	28-Sep-2021	
2-5-4000-2012				Volunteer Recognition Durham			86.04
SEPT. 5/21 Reimburse: Sept. 5th Home Depot - cord, GB plastic, 8" tie					241 28-Sep-2021	28-Sep-2021	
2-5-4000-2035				Library Computer Purchases			44.22
<b>PRO00007 PRODUCTIONS CAZABON INC</b>							
INV-0277 (8) '4 Seasons of Reconciliation' - Indigenous awareness training					241 28-Sep-2021	28-Sep-2021	
2-5-4000-2077				Lib Durham Conference/Training			723.20
<b>ROB00006 ECKHARDT KAYLA</b>							
AUG. 21/21 Reimburse: Indigo order-bubble poppers, twiddle crawlers, jiggly babies, fidgets, etc					241 28-Sep-2021	28-Sep-2021	
2-5-4000-2023				Program Development Durham			73.34
SEPT. 6/21 Reimburse Sept. 6 - 'No Frills' Amazon Gift cards					241 28-Sep-2021	28-Sep-2021	
2-5-4000-2023				Program Development Durham			50.00
<b>S&amp;I19029 S &amp; E LAWN CARE &amp; SNOW REMOVAL LTD</b>							
2021-0785 LIBI Library grass cutting (Aug. 18-26)					241 28-Sep-2021	28-Sep-2021	
2-5-4000-2050				Lib Durham Lot/Grass Maintenance			45.20
2021-0833 Sept. 7 - post construction clean up @ Library					241 28-Sep-2021	28-Sep-2021	
2-5-4000-3011				Lib Durham Contract Wages			228.83
2021-0837 Sept. 15 - inside windows cleaned @ Library after construction					241 28-Sep-2021	28-Sep-2021	
2-5-4000-2011				Lib Office Supplies Durham			152.55
<b>STA19382 STAPLES BUSINESS ADVANTAGE</b>							
57029324 Adult face masks COVID / Markers, binder clips, correction tape for Library					241 28-Sep-2021	28-Sep-2021	
2-5-4000-2011				Lib Office Supplies Durham			20.54
2-5-4000-2029				Library COVID Expenses			19.99
57045362 5 - Supergel mousepads for Library					241 28-Sep-2021	28-Sep-2021	
2-5-4000-2035				Library Computer Purchases			104.81
57047461 SABENQ 27" LED monitor for Library					241 28-Sep-2021	28-Sep-2021	
2-5-4000-2035				Library Computer Purchases			281.47
57139252 Laminator pouches COVID / Cutter, paper					241 28-Sep-2021	28-Sep-2021	
2-5-4000-2021				Courier Mileage/Compensation			213.82
2-5-4000-2029				Library COVID Expenses			112.99
57160545 Laminator for Library					241 28-Sep-2021	28-Sep-2021	
2-5-4000-2029				Library COVID Expenses			162.94
<b>SWA00003 SWAN DUST CONTROL</b>							
5909622 Sept. 8 mat rental @ Durham Library					241 28-Sep-2021	28-Sep-2021	
2-5-4000-2015				Lib Bldg Maintenance Durham			21.47
5916793 Sept. 22 mat rental @ Durham Library					241 28-Sep-2021	28-Sep-2021	

## MUNICIPALITY OF WEST GREY

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



AP5130

Page : 3

Date : Oct 08, 2021

Time : 9:05 am

Vendor : @HO00001 To ZZZ91192

Batch : 241 To 241

Department : All

Cheque Print Date : 01-Sep-2021 To 30-Sep-2021

Bank : 2 To 2

Class : All

Vendor Invoice	Vendor Name Description				Batch Invc Date	Inv Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
<b>DEPARTMENT 4000 Library Expense Durham</b>							
2-5-4000-2015				Lib Bldg Maintenance Durham			21.47
<b>WHI00003 WHITEHOTS INC</b>							
3411714				July 28 book order	241 28-Sep-2021	28-Sep-2021	
2-5-4000-2044				Lib Purchase Books Durham			374.52
3412826				Aug. 9 book order	241 28-Sep-2021	28-Sep-2021	
2-5-4000-2044				Lib Purchase Books Durham			50.11
3417953				Sept. 21 book order	241 28-Sep-2021	28-Sep-2021	
2-5-4000-2044				Lib Purchase Books Durham			1,150.55
3417959				Sept. 21 book order	241 28-Sep-2021	28-Sep-2021	
2-5-4000-2044				Lib Purchase Books Durham			47.50
3417960				Sept. 21 book order	241 28-Sep-2021	28-Sep-2021	
2-5-4000-2044				Lib Purchase Books Durham			27.98
3417961				Sept. 21 book order	241 28-Sep-2021	28-Sep-2021	
2-5-4000-2044				Lib Purchase Books Durham			74.53
3417966				Sept. 21 book order	241 28-Sep-2021	28-Sep-2021	
2-5-4000-2044				Lib Purchase Books Durham			226.98
3417969				Sept. 21 book order	241 28-Sep-2021	28-Sep-2021	
2-5-4000-2044				Lib Purchase Books Durham			19.50
<b>Department Totals :</b>							<b>5,895.24</b>

Computer Paid Total : 5,952.11

## MUNICIPALITY OF WEST GREY

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



AP5130

Page : 3

Date : Oct 08, 2021

Time : 9:05am

Vendor : @HO00001 To ZZZ91192

Batch : 241 To 241

Department : All

EFT Paid Date : 01-Sep-2021 To 30-Sep-2021

Bank : 2 To 2

Class : All

Vendor Code Invoice No.	Vendor Name Description				Batch Invc Date	Inv Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
<b>DEPARTMENT 2000 Library Expense Neustadt</b>							
<b>EAS00001 EASTLINK</b>							
16945442				Neust. Libr : phone/internet /	241 28-Sep-2021	28-Sep-2021	
2-5-2000-2017				to Sept. 8 Lib Internet Neustadt			84.69
2-5-2000-2016				Lib Telephone/Fax Neustadt			28.79
<b>WES08001 WESTARIO POWER</b>							
2104686835				Neust. Library hydro - July	241 28-Sep-2021	28-Sep-2021	
2-5-2000-2014				Lib Utilities Hydro Neustadt			69.64
<b>Department Totals ;</b>							<b>183.12</b>

## DEPARTMENT 3000

## Library Expense Normanby

## EAS00001 EASTLINK

16999851 Ayton Libr: phone/internet

to Sept. 11

241 28-Sep-2021 28-Sep-2021

2-5-3000-2016

Lib Telephone/Fax Normanby

28.33

*West  
Grey*

**Time :** 9:05am

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

DEPARTMENT 4000		Library Expense Durham					
<b>CIB03019</b>	<b>CIBC CREDIT CARD SERVICES</b>						
6065 AUG. 24/2 Libr: Apple i-Cloud storage plan for August		241	14-Sep-2021	14-Sep-2021			
2-5-4000-2036	Library- Photocopies, Database, Website						1.46
6065 AUG. 24/2 July 30 EBSCO: reg'n Library Aware		241	14-Sep-2021	14-Sep-2021			
2-5-4000-2036	Library- Photocopies, Database, Website						576.30
6065 AUG. 24/2 Aug. 3 Amazon.ca book order		241	14-Sep-2021	14-Sep-2021			
2-5-4000-2044	Lib Purchase Books Durham						36.37
6065 AUG. 24/2 Canada Post I.L.O. postage to July 28		241	14-Sep-2021	14-Sep-2021			
2-5-4000-2077	Lib Durham Conference/Training						7.90
6065 AUG. 24/2 WWW.1and1.com services to Aug. 27		241	14-Sep-2021	14-Sep-2021			
2-5-4000-2036	Library- Photocopies, Database, Website						17.41
6065 AUG. 24/2 Cdn Home Publishers renewal		241	14-Sep-2021	14-Sep-2021			
2-5-4000-2046	Lib Periodicals Durham						23.67
6065 AUG. 24/2 HELLO! Canada renewal		241	14-Sep-2021	14-Sep-2021			
2-5-4000-2046	Lib Periodicals Durham						137.15
6065 AUG. 24/2 Aug. 14 Amazon.ca book order		241	14-Sep-2021	14-Sep-2021			
2-5-4000-2044	Lib Purchase Books Durham						164.76
6065 AUG. 24/2 Aug 18 : Amazon.ca book order		241	14-Sep-2021	14-Sep-2021			
2-5-4000-2044	Lib Purchase Books Durham						149.76
6065 AUG. 24/2 Aug. 19 Amazon.ca book order		241	14-Sep-2021	14-Sep-2021			
2-5-4000-2044	Lib Purchase Books Durham						53.93
6065 AUG. 24/2 Aug. 20 Amazon.ca pencils		241	14-Sep-2021	14-Sep-2021			
2-5-4000-2023	Program Development Durham						12.40
6065 AUG. 24/2 Aug. 23 Amazon.ca - archival matte paper		241	14-Sep-2021	14-Sep-2021			
2-5-4000-2023	Program Development Durham						51.80
<b>EAS00001</b>	<b>EASTLINK</b>						
16945442 Neust. Libr :	' security to Sept. 8	241	28-Sep-2021	28-Sep-2021			
2-5-4000-2051	Library - Security Expense						25.88
16999851 Ayton Libr:	security to Sept. 11	241	28-Sep-2021	28-Sep-2021			
2-5-4000-2051	Library - Security Expense						25.98
17206898 Durham Libr: phone/internet/security	to Sept. 29	241	28-Sep-2021	28-Sep-2021			
2-5-4000-2016	Lib Telephone/Fax Durham						119.98
2-5-4000-2051	Library - Security Expense						67.52
2-5-4000-2017	Lib Connectivity/Internet						134.41
<b>HYD15021</b>	<b>HYDRO ONE NETWORKS INC.</b>						
453 GARAF SEI Durham Library hydro to Sept. 21		241	27-Sep-2021	27-Sep-2021			
2-5-4000-2014	Lib Utilities Hydro Durham						272.73
<b>Department Totals :</b>							<b>1,879.41</b>

**MUNICIPALITY OF WEST GREY**  
**Council/Board Report By Dept-(EFT)**



AP5130

Date : Oct 08, 2021

Page : 5

Time : 9:05am

Vendor : @HO00001 To ZZZ91192

Batch : 241 To 241

Department : All

EFT Paid Date : 01-Sep-2021 To 30-Sep-2021

Bank : 2 To 2

Class : All

Vendor Code	Vendor Name						Batch	Inv Date	Inv Due Date	
Invoice No.	Description									Amount
G.L. Account	CC1	CC2	CC3	GL Account Name						
DEPARTMENT 4000				Library Expense Durham						

EFT Paid Total : 2,309.67

Total Unpaid for Approval : 0.00

Total Manually Paid for Approval : 0.00

Total Computer Paid for Approval : 5,952.11

Total EFT Paid for Approval : 2,309.67

Grand Total ITEMS for Approval : 8,261.78

## Administration

### Updates

- September was a very busy opening. The vaccine receipt printing was a success and drew in many people. Durham did 671 receipts, Ayton 13, and Neustadt 7. We received \$200 in donations in Durham.
- OverDrive will now have magazines. There will be around 3,000 magazines available to our patrons. Our cost will increase slightly.
- New training available to staff for the next year purchased on September 30<sup>th</sup>. Reconciliation Education Certificate from the First Nations University of Canada.

### Friends of the Library

- Have given the library money towards the StoryWalk and the WIFI-to-go's this year.

Project	Due Date	Progress	Complete
MOU	Nov 2021		
Sick days/Personal day policy	Nov 2021	To be discussed at November Board meeting	
Communication Plan (service review)			
Program Strategy (service review)			
Annual Work Plan (service review)			
Implement new Employee onboarding			Complete
Be a Great Boss	April 2022		
Operation Policies (using OPLG)	April 2022		



# Child & Youth Services Board Report

## June, July, August 2021

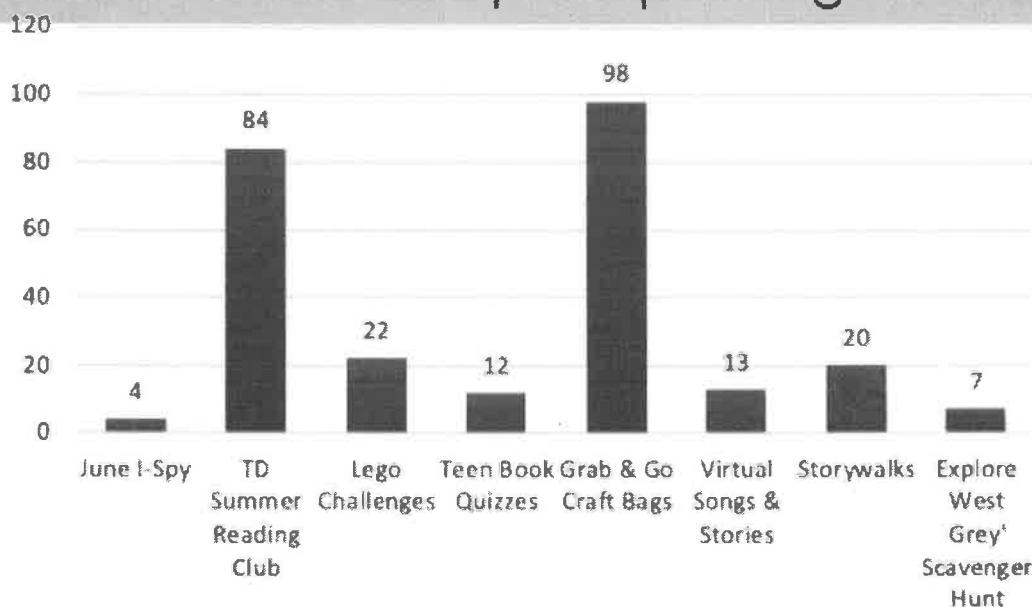
42  
CHILD & YOUTH PROGRAMS

916  
BOOKS READ & LOGGED

260+  
PARTICIPANTS

39  
PRIZES AWARDED

### Number of Participants per Program:



### Patron Feedback:

"I am pleased to report that both children spent between 60 and 90 minutes reading or being read to every single day this summer... Thanks for the help, encouragement and great book selections!"

"Attached is our family scavenger hunt. We had so much fun doing this throughout the summer. Not only did our son learn about where we live but we did as well. You all do such amazing work at the library. Thank you so much."

"We had a lot of fun doing the scavenger hunt as a family and visited some new locations. Thank you!"

"My children love the prizes it really helps encourage more reading than they already do."

"My grandchildren loved discovering the walk in Durham."



**West Grey Public Library**

519-369-2107 | [info@westgreylibrary.com](mailto:info@westgreylibrary.com)

[www.westgreylibrary.com/](http://www.westgreylibrary.com/)



## Patron Statistics

Durham Patron Statistics					
	2017	2018	2019	2020	2021
Jan	1633	1770	1449	1606	289
Feb	1808	1467	1510	1442	149
Mar	2101	1869	1606	887	626
Apr	1508	1537	1554	0	335
May	1766	1567	1764	0	332
Jun	1834	1639	1605	152	379
Jul	1827	1931	2117	194	392
Aug	2008	1925	1929	158	91
Sep	1566	1466	1556	330	959
Oct	1718	1656	1993	510	
Nov	1721	1587	1725	544	
Dec	1241	1265	1241	504	
Total	20731	19679	20049	6327	

Closed Mar 2020 - Jun 2020  
Curbside June 2020 - Aug 2020  
In person Sept 2020 - Dec 2020  
Curbside Jan 2021 & Feb 2021  
In Person Mar 2021  
Curbside April 2021  
Curbside  
Curbside  
Closed for flooring  
In Person

Ayton Patron Statistics					
	2017	2018	2019	2020	2021
Jan	83	54	124	155	17
Feb	66	95	92	105	13
Mar	84	124	80	61	13
Apr	70	109	83	0	11
May	111	165	99	0	14
Jun	117	137	168	0	15
Jul	138	168	163	11	10
Aug	138	130	268	12	53
Sep	120	95	145	7	57
Oct	137	170	113	24	
Nov	123	115	130	30	
Dec	85	85	60	34	
Total	1272	1447	1525	439	

Closed Mar 2020 - Jun 2020  
Curbside July 2020 - Oct 2020  
In Person Oct 2020 - Dec 2020  
Curbside Jan 2021 & Feb 2021  
In Person Mar 2021  
Curbside April 2021  
Curbside  
Curbside

Neustadt Patron Statistics					
	2017	2018	2019	2020	2021
Jan	167	158	142	175	20
Feb	168	138	185	161	33
Mar	194	188	191	117	46
Apr	166	140	180	0	43
May	239	192	210	0	29
Jun	244	210	162	0	28
Jul	311	187	201	19	55
Aug	296	232	273	13	73
Sep	214	191	202	12	101
Oct	191	210	175	32	
Nov	213	234	131	18	
Dec	170	151	84	16	
Total	2573	2231	2136	563	

Closed Mar 2020 - Jun 2020  
Curbside Jun 2020 - Feb 2021  
In person March 2021  
Curbside April 2021  
Curbside  
Curbside  
Curbside  
Curbside

## Circulation Stats

Durham Circulation Statistics					
	2017	2018	2019	2020	2021
Jan	3186	3205	2856	2876	1858
Feb	3234	2792	3039	2505	1712
Mar	3543	3339	3000	2309	2579
Apr	2884	3274	2517	1219	1733
May	2992	2732	2709	1202	1729
Jun	2765	2909	2487	896	1608
Jul	3039	3423	3375	1032	1493
Aug	3357	3182	3291	1019	536
Sep	2827	2505	2480	1175	1676
Oct	2734	2756	3104	1885	
Nov	2825	2833	2999	2096	
Dec	2540	2515	2470	2172	
<b>Total</b>	<b>35926</b>	<b>35465</b>	<b>34327</b>	<b>20386</b>	<b>14924</b>

Elmwood Circulation Statistics					
	2017	2018	2019	2020	2021
Jan	47	97	38	36	25
Feb	99	48	30	46	30
Mar	95	119	58	34	5
Apr	62	79	35	15	0
May	64	84	55	1	0
Jun	61	40	55	6	0
Jul	58	61	60	11	0
Aug	89	54	46	29	0
Sep	87	41	60	39	0
Oct	74	32	49	60	0
Nov	94	49	58	8	0
Dec	52	29	16	11	0
<b>Total</b>	<b>882</b>	<b>733</b>	<b>560</b>	<b>296</b>	<b>60</b>

Neustadt Circulation Statistics					
	2017	2018	2019	2020	2021
Jan	328	284	523	411	184
Feb	332	293	533	305	244
Mar	329	353	476	288	317
Apr	302	308	495	88	433
May	269	234	455	27	434
Jun	406	320	347	38	252
Jul	534	422	306	213	322
Aug	468	440	501	143	324
Sep	346	409	388	130	402
Oct	302	391	314	243	
Nov	357	578	259	273	
Dec	346	390	186	267	
<b>Total</b>	<b>4319</b>	<b>4422</b>	<b>4783</b>	<b>2426</b>	<b>2912</b>

Ayton Circulation Statistics					
	2017	2018	2019	2020	2021
Jan	130	122	202	174	182
Feb	64	143	257	176	91
Mar	148	384	253	165	165
Apr	85	225	221	18	141
May	164	209	214	62	87
Jun	179	223	261	40	76
Jul	197	126	222	142	124
Aug	231	115	145	115	226
Sep	206	152	187	159	183
Oct	184	153	177	100	
Nov	241	155	142	130	
Dec	145	158	121	189	
<b>Total</b>	<b>1974</b>	<b>2165</b>	<b>2402</b>	<b>1470</b>	<b>1275</b>

## Social Media Statistics

Facebook Followers					
	2019	2020	2021	2022	2023
Jan	767	857	562		
Feb	789	863	575		
Mar	796	310	579		
Apr	804	365	577		
May	807	401	583		
Jun	811	429	601		
Jul	817	430	609		
Aug	824	447	612		
Sep	824	454	617		
Oct	834	495			
Nov	840	491			
Dec	842	515			

Instagram Followers					
	2019	2020	2021	2022	2023
Jan	228	324	451		
Feb	252	333	468		
Mar	257	347	483		
Apr	260	361	493		
May	265	364	498		
Jun	268	377	517		
Jul	274	386	526		
Aug	282	396	527		
Sep	288	407	534		
Oct	298	413			
Nov	306	428			
Dec	309	434			

Website Page Views					
	2019	2020	2021	2022	2023
Jan	6784	1773	2193		
Feb	5490	1332	1748		
Mar	5835	1177	1536		
Apr	5862	1542	0		
May	5361	1271	0		
Jun	1196	1505	0		
Jul	1390	1409	0		
Aug	2551	1403	0		
Sep	1147	1319	616		
Oct	1245	1577			
Nov	1265	1255			
Dec	1267	1325			

Switched to  
new website  
had to set up  
stats on it

Website User Visits					
	2019	2020	2021	2022	2023
Jan	3519	795	1064		
Feb	2145	642	923		
Mar	2254	610	838		
Apr	2151	833	0		
May	2026	633	0		
Jun	595	705	0		
Jul	634	754	0		
Aug	1165	720	0		
Sep	540	717	404		
Oct	610	696			
Nov	587	635			
Dec	587	714			

Switched to  
new website  
had to set up  
stats on it

## New Patrons by Branch

Durham				
	2019	2020	2021	2022
Jan	23	26	5	
Feb	23	22	3	
Mar	25	13	12	
Apr	19	4	1	
May	14	4	6	
Jun	14	4	6	
Jul	20	5	22	
Aug	27	5	0	
Sep	18	10	15	
Oct	25	12		
Nov	27	11		
Dec	12	15		
Total	247	131	70	

Closed floor

Neustadt				
	2019	2020	2021	2022
Jan	1	3	0	
Feb	5	2	0	
Mar	3	0	0	
Apr	1	1	0	
May	2	0	0	
Jun	1	0	1	
Jul	0	0	2	
Aug	2	0	1	
Sep	2	1	1	
Oct	0	0		
Nov	1	0		
Dec	0	0		
Total	18	7	5	

Elmwood				
	2019	2020	2021	2022
Jan	1	1	0	
Feb	2	1	0	
Mar	0	0	0	
Apr	0	0	0	
May	0	0	0	
Jun	1	1	0	
Jul	0	0	0	
Aug	0	0	0	
Sep	1	0	0	
Oct	0	0	0	
Nov	1	0	0	
Dec	2	0	0	
Total	8	3	0	

Ayton				
	2019	2020	2021	2022
Jan	4	3	0	
Feb	3	1	0	
Mar	0	1	2	
Apr	3	0	0	
May	1	0	0	
Jun	0	1	0	
Jul	1	0	0	
Aug	2	0	1	
Sep	1	0	2	
Oct	1	1		
Nov	0	0		
Dec	1	0		
Total	17	7	5	

## Digital Circulation

	Digital Newspaper Users	Digital Newspaper Sessions	ILLO Received	ILLO Lent	Kanopy Visits	Kanopy Videos Played	Overdrive usage	Overdrive Users
Jan	443	646	52	137	487	183	1243	
Feb			64	104	515	127	1076	
Mar	409	539	73	120	381	85	1305	14
Apr	364	492	105	40	439	82	1280	
May	267	451	58	20	340	79	1159	
Jun	215	303	52	0	328	74	1131	33
Jul	N/A	N/A	44	11	316	79	1142	
Aug	N/A	N/A	3	0	204	47	1111	
Sep	185	260	44	5	683	93	1008	50
Oct								
Nov								
Dec								

## Computer Statistics





## Homebound Statistics

Abbeyfield			
	2019	2020	2021
Jan	3	2	0
Feb	3	1	0
Mar	2	1	0
Apr	2	0	0
May	1	0	0
Jun	1	0	0
Jul	1	0	0
Aug	1	0	0
Sep	1	0	0
Oct	1	0	
Nov	2	0	
Dec	2	0	

Homebound			
	2019	2020	2021
Jan	3	3	2
Feb	3	2	2
Mar	2	2	2
Apr	2	0	2
May	2	0	2
Jun	2	0	2
Jul	1	0	1
Aug	1	2	2
Sep	2	3	2
Oct	3	2	
Nov	3	3	
Dec	3	2	

Rockwood			
	2019	2020	2021
Jan	4	9	3
Feb	5	10	4
Mar	6	10	4
Apr	6	0	4
May	6	0	4
Jun	6	7	4
Jul	6	8	3
Aug	6	8	3
Sep	6	5	4
Oct	7	5	
Nov	9	4	
Dec	8	4	

Serenity			
	2019	2020	2021
Jan	3	6	9
Feb	3	5	9
Mar	3	6	10
Apr	3	0	9
May	3	0	9
Jun	3	6	9
Jul	2	6	9
Aug	2	6	9
Sep	4	6	9
Oct	5	6	
Nov	5	9	
Dec	8	9	

### Summary:

The proposed 2022 Library budget amount of \$454,708. This represents a \$56,424 budget increase to the levy. (without the GH Contract included)

The library is going fine free which will continue to create inclusivity within the community.

Durham branch is adding an hour to Saturdays and opening on long weekends, bringing back some hours that were reduced in 2018.

Expenditure	Level of Service	Budget Increase
Staffing	<ul style="list-style-type: none"> <li>Staff hours at 5.8 FTE</li> </ul>	<ul style="list-style-type: none"> <li>\$39,374 increase in wages</li> <li>Increase staff hours by 16 hours</li> <li>Extra hours needed to cover busy Tuesdays &amp; Saturdays in Durham, to cover sick days due to COVID, and holidays.</li> </ul>
Automation (software)	<ul style="list-style-type: none"> <li>Local history database</li> </ul>	<ul style="list-style-type: none"> <li>\$1,000 increase</li> </ul>
Programming	<ul style="list-style-type: none"> <li>To continue programs done in 2021 during COVID. craft in bag programs, digital programs</li> </ul>	<ul style="list-style-type: none"> <li>\$1,500 increase</li> </ul>
Hall rentals	<ul style="list-style-type: none"> <li>In person programs won't be held in branches, as they aren't large enough</li> </ul>	<ul style="list-style-type: none"> <li>\$600 increase</li> </ul>
Overdrive/e-resources	<ul style="list-style-type: none"> <li>Increase in pricing for e-resources</li> </ul>	<ul style="list-style-type: none"> <li>\$2,000 increase</li> </ul>

Internet	<ul style="list-style-type: none"> <li>To cover hotspots data charge</li> </ul>	<ul style="list-style-type: none"> <li>\$2800 increase</li> </ul>
Total Operating Increase		\$56,424

The recommended staffing guideline (Ontario Public Library Guidelines) for libraries is .5 to .7 per 1000 population. With this budget we have reached 5.8 FTE (204 staff hours) the minimum number of staff hours for our population is 6.15 FTE (215 staff hours).

### Proposed 2021 Capital Budget

Items	Rationale	Budget Increase
Durham	Paint bathrooms	\$4,000
Ayton	Windows	Possibly whole building done at once and not part of our capital
Neustadt	Bay Window	\$8,000
Total Capital		\$12,000

A

	2000	3000	4000	5000		2,022	2,021	\$\$ BUDGET	% BUDGET	
	NEUSTADT	AYTON	DURHAM	BOARD	WGPL		Approved	CHANGE	CHANGE	
<b>REVENUE</b>										
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!	
Transfer from Capital Reserve								0	#DIV/0!	
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(33,490)</b>	<b>(33,490)</b>	<b>(34,740)</b>	<b>1,250</b>	<b>-3.60%</b>	
<b>EXPENDITURES</b>										
Lib. Wages					298,007	298,007	258,633	39,374	15.22%	Added hrs for digital serv
Lib. Benefits					58,752	58,752	55,107	3,645	6.61%	
Lib. Supplies					1,200	1,200	1,000	200	20.00%	Supplies increasing in price
Lib. ILLO					700	700	700	0	0.00%	Not used much this year
Lib. COVID supplies					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					1,000	1,000	1,000	0	0.00%	
Lib. Durham Copier Lease					2,400	2,400	1,800	600	33.33%	Increase in pricing
Lib. Computer (hardware)					4,000	4,000	4,000	0	0.00%	hotspots
Lib. Computer (software)					5,000	5,000	4,000	1,000	25.00%	Increase to cover costs of I
Lib. Book Processing					3,000	3,000	3,000	0	0.00%	
Lib. Collections (dvds, periodicals)					3,000	3,000	2,000	1,000	50.00%	
Lib. Books					24,000	24,000	24,000	0	0.00%	
Lib. Building Security					1,400	1,400	1,400	0	0.00%	
Lib. Volunteer & Staff Recog.					500	500	300	200	66.67%	Increase to recognize volun
Lib. Advertising/Marketing/Promotion					1,000	1,000	1,000	0	0.00%	Community Events/Partic
Lib. Gen. Memberships					400	400	400	0	0.00%	
Lib. Programming					4,000	4,000	2,500	1,500	60.00%	Increased to offset the cos
Lib. Hall Rentals					1,000	1,000	400	600	150.00%	Increased for programs du
Lib. E-Resources (Overdrive, e-books, Kanopy, Novelist, Flipster)					6,000	6,000	4,000	2,000	50.00%	inc in pricing, extra e-reso
Lib. KOHA support					5,000	5,000	4,600	400	8.70%	Increase in pricing
Lib. IT support					2,500	2,500	2,500	0	0.00%	
Lib. Confer/Training					4,000	4,000	4,000	0	0.00%	Staff attending virtual trai
Contracting library services GH					16,133	16,133		16,133	#DIV/0!	
Municipal Admin. Costs					3,400	3,400	3,400	0	0.00%	
	0	0	0	0	452,892	452,892	386,240	66,652		
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 to cover wifi for h
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		
<b>TOTAL EXPENDITURES</b>	<b>7,902</b>	<b>7,902</b>	<b>19,502</b>	<b>0</b>		<b>488,198</b>	<b>416,890</b>	<b>71,308</b>	<b>17.10%</b>	
<b>West Grey Library Levy</b>	<b>7,902</b>	<b>7,902</b>	<b>19,502</b>	<b>0</b>		<b>454,708</b>	<b>382,150</b>	<b>72,558</b>	<b>18.99%</b>	

B

	2000	3000	4000	5000	2,022	2,021	\$\$ BUDGET	% BUDGET	
	NEUSTADT	AYTON	DURHAM	BOARD	WGPL	Approved	CHANGE	CHANGE	
<b>REVENUE</b>									
Development Charges	0	0	0		(6,000)	(6,000)	(6,000)	0	0.00%
Transfer from General Reserve					0	0	0	0	#DIV/0!
Transfer from Provincial Grant Reserve					0	0	0	0	#DIV/0!
Annual Provincial Grant					(24,190)	(24,190)	(24,190)	0	0.00%
Provincial Grant (for automation)					0	0	0	0	#DIV/0!
Library Provincial Rev - Connectivity					(800)	(800)	(800)	0	0.00%
Library Federal Rev - WIL/CAP					0	0	0	0	#DIV/0!
Library Donations					0	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	0	#DIV/0!
Transfer from Capital Reserve							0	0	#DIV/0!
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(33,490)</b>	<b>(33,490)</b>	<b>(34,740)</b>	<b>1,250</b>	<b>-3.60%</b>
<b>EXPENDITURES</b>									
Lib. Wages					328,324	328,324	258,633	69,691	26.95% Added hrs for
Lib. Benefits					62,355	62,355	55,107	7,248	13.15%
Lib. 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 supplies					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					1,000	1,000	1,000	0	0.00%
Lib. Durham Copier Lease					2,400	2,400	1,800	600	33.33% Increase in pi
Lib. Computer (hardware)					4,000	4,000	4,000	0	0.00% hotspots
Lib. Computer (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. Collections (dvds, periodicals)					3,000	3,000	2,000	1,000	50.00%
Lib. Books					24,000	24,000	24,000	0	0.00%
Lib. Building Security					1,400	1,400	1,400	0	0.00%
Lib. Volunteer & Staff Recog.					500	500	300	200	66.67% Increase to r
Lib. Advertising/Marketing/Promotion					1,000	1,000	1,000	0	0.00% Community E
Lib. Gen. Memberships					400	400	400	0	0.00%
Lib. Programming					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. E-Resources (Overdrive, e-books, Kanopy, Novelist, Flipster)					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 pi
Lib. IT support					2,500	2,500	2,500	0	0.00%
Lib. Confer/Training					4,000	4,000	4,000	0	0.00% Staff attendi
Contracting library services GH					16,133	16,133		16,133	#DIV/0!
Municipal Admin. Costs					3,400	3,400	3,400	0	0.00%
	0	0	0	0	486,812	486,812	386,240	100,572	
Lib. Utilities Water/Sewer	600	100	700		1,400	1,400	0	0	0.00%
Lib. Utilities Heat	2,000	2,000	1,200		5,200	5,200	0	0	0.00%
Lib. Utilities Hydro	1,500	1,800	3,000		6,300	6,300	0	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 to c
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		
<b>TOTAL EXPENDITURES</b>	<b>7,902</b>	<b>7,902</b>	<b>19,502</b>	<b>0</b>	<b>522,118</b>	<b>416,890</b>	<b>105,228</b>		<b>25.24%</b>
<b>West Grey Library Levy</b>	<b>7,902</b>	<b>7,902</b>	<b>19,502</b>	<b>0</b>	<b>488,628</b>	<b>382,150</b>	<b>106,478</b>		<b>27.86%</b>

C

	2000	3000	4000	5000		2,022	2,021	\$\$ BUDGET	% BUDGET
	NEUSTADT	AYTON	DURHAM	BOARD	WGPL		Approved	CHANGE	CHANGE
<b>REVENUE</b>									
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!
Transfer from Capital Reserve								0	#DIV/0!
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(33,490)</b>	<b>(33,490)</b>	<b>(34,740)</b>	<b>1,250</b>	<b>-3.60%</b>
<b>EXPENDITURES</b>									
Lib. Wages					335,872	335,872	258,633	77,239	29.86%
Lib. Benefits					63,252	63,252	55,107	8,145	14.78%
Lib. Supplies					1,200	1,200	1,000	200	20.00% Supplies increasing in price
Lib. ILLO					700	700	700	0	0.00% Not used much this year w
Lib. COVID supplies					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					1,000	1,000	1,000	0	0.00%
Lib. Durham Copier Lease					2,400	2,400	1,800	600	33.33% Increase in pricing
Lib. Computer (hardware)					4,000	4,000	4,000	0	0.00% hotspots
Lib. Computer (software)					5,000	5,000	4,000	1,000	25.00% Increase to cover costs of I
Lib. Book Processing					3,000	3,000	3,000	0	0.00%
Lib. Collections (dvds, periodicals)					3,000	3,000	2,000	1,000	50.00%
Lib. Books					24,000	24,000	24,000	0	0.00%
Lib. Building Security					1,400	1,400	1,400	0	0.00%
Lib. Volunteer & Staff Recog.					500	500	300	200	66.67% Increase to recognize volun
Lib. Advertising/Marketing/Promotion					1,000	1,000	1,000	0	0.00% Community Events/Particip
Lib. Gen. Memberships					400	400	400	0	0.00%
Lib. Programming					4,000	4,000	2,500	1,500	60.00% Increased to offset the cos
Lib. Hall Rentals					1,000	1,000	400	600	150.00% Increased for programs du
Lib. E-Resources (Overdrive, e-books, Kanopy, Novelist, Flipster)					6,000	6,000	4,000	2,000	50.00% inc in pricing, extra e-resou
Lib. KOHA support					5,000	5,000	4,600	400	8.70% Increase in pricing
Lib. IT support					2,500	2,500	2,500	0	0.00%
Lib. Confer/Training					4,000	4,000	4,000	0	0.00% Staff attending virtual trai
Contracting library services GH					16,133	16,133		16,133	#DIV/0!
Municipal Admin. Costs					3,400	3,400	3,400	0	0.00%
	0	0	0	0	495,257	495,257	386,240	109,017	
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 to cover wifi for hc
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	
<b>TOTAL EXPENDITURES</b>	<b>7,902</b>	<b>7,902</b>	<b>19,502</b>	<b>0</b>		<b>530,563</b>	<b>416,890</b>	<b>113,673</b>	<b>27.27%</b>
<b>West Grey Library Levy</b>	<b>7,902</b>	<b>7,902</b>	<b>19,502</b>	<b>0</b>		<b>497,073</b>	<b>382,150</b>	<b>114,923</b>	<b>30.07%</b>



**GREY HIGHLANDS  
PUBLIC LIBRARY**

*The place to connect, explore and learn*

Box 280

Flesherton, ON N0C 1E0

519-924-2241

7b

September 23, 2021

West Grey Public Library Board  
Box 409  
Durham, ON N0G 1R0

Attention: CEO, Kim Storz

Dear Kim,

At the September 22, 2021, Library Board Meeting, members discussed the renewal of the current Library Service Contract (2017-2022) between our respective libraries.

Residents of West Grey have been very appreciative of the Library Services provided by the Grey Highlands Public Library – particularly the Walter Harris Branch in Markdale which is the closest branch to families and children attending Beavercrest Public School. This service agreement has a long-standing history as far back as the 1970s. We currently have 478 active members and believe membership will increase significantly as the pandemic diminishes.

The Grey Highlands Public Library is pleased to continue serving West Grey patrons and propose a renewal of the current agreement for another 5-year term. I have enclosed a proposed signed contract.

If you would like to further discuss the contract, the Library Board and CEO would be quite agreeable to attend a meeting with your Board. Thank you.

Best Regards,

Wilda Allen

**Wilda Allen, CEO**

Grey Highlands Public Library  
101 Highland Drive, Box 280  
Flesherton, ON N0C 1E0  
519-924-2241

[allenw@greyhighlands.ca](mailto:allenw@greyhighlands.ca)

[www.greyhighlandspubliclibrary.com](http://www.greyhighlandspubliclibrary.com)

## Contract for Library Services- 2022-2026

THE AGREEMENT MADE IN  
DUPLICATE 24th DAY OF September, 2021

**BETWEEN:** The Grey Highlands Public Library Board  
Box 280,  
Flesherton, Ontario  
N0C 1E0

**AND:** West Grey Public Library Board  
P.O. Box 706  
Durham, ON  
N0G 1R0

**WHEREAS:** The Corporation of the Municipality of West Grey Public Library Board wishes to enter into an agreement with the Grey Highlands Public Library Board to provide full library service in all branches to all residents of West Grey for the years 2022-2026 inclusive.

**NOW WITNESS TO** That in consideration of these presents and other good and valuable consideration, the Grey Highlands Public Library Board and the West Grey Public Library Board agree as follows:

### DESCRIPTION OF SERVICES

The Grey Highlands Public Library Board shall provide all services in accordance with the Public Library Act, R.S. O. 1990, Chapter 44.

### REMUNERATION

- 1) The West Grey Public Library Board shall pay to Grey Highlands Public Library Board, the amount of **\$16,133.34** in the year 2022. Subsequent annual payments will be increased by two percent (2%) over the payment made in the previous year.
- 2) The Corporation of the Municipality of West Grey Public Library Board agrees to make the aforementioned annual payment to the Grey Highlands Public Library Board in two equal amounts payable in July and December.

### LIBABILITY

1. The West Grey Public Library Board shall not be liable for any injury, death or property damage to the branches of the Grey Highlands Public Library, it's employees, board members or agents or for any claim by any third party against the Grey Highlands Public Library Board it's employees or agents.
2. The West Grey Public Library Board shall not be liable for any incidental, indirect special or consequential damages or loss of use, revenue or profit of



the Grey Highlands Public Library Board arising out of or in any way related to this agreement or the services.

### **CANCELLATION**

1. Either party may terminate this Agreement at any time upon six months notice.
2. Any such notice shall be given in writing by person, delivery or mail.
3. Notice by mail shall be deemed to have been given on the fourth business day after the postage meter date, the date of mailing.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
*Chair, West Grey Public Library Board*

9/24/21  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
*Chair, Grey Highlands Public Library Board*

Strategic Plan Goals and Objectives 2020-2023

7C

Priority	Goal	Objectives	Responsibility	Timeline	Completion date	Completed by
Resources	Develop an inventory of resources (benchmark where we are)					
		Develop inventory of resources - review all resources - books, online etc.	Staff			
	Service review					
		Review results of service review plan - adapt resource plan accordingly	Staff	Early 2020	June 2020 - Service review being done by consultant	Completed
	Investigating current and future opportunities					
		Gather feedback information from the public and the organizer of each program/event	Staff		Will start when programming begins	
	Meet with CAO to discuss growth in the area					
		Determine how library will be informed	CEO/CAO	End of Nov 2019		Completed
	Leadership training					
		Training for staff - Dealing with difficult customers	CEO/Staff		June 2020 HR Downloads, Ryan Dowd	Completed
		Training for staff on use of naloxone	CEO/Staff			
		Training for dealing with homelessness (on-line)	CEO/Staff		Summer of 2020	Completed
		During staff reviews - identify training needs of staff	CEO/Staff	ongoing/yearly	Discussed during staff reviews in June 2020	Completed
	Board Training					
		Board development training - through learnhq	CEO/Board	ongoing/yearly		
		Recruitment of Board members - can library be involved	CEO/CAO	End of Nov 2019	Discussed with CAO	Completed
Community Hub	Compliance review					
		Review of the library buildings	CEO/CAO	End of Nov 2019		Completed
		Full review short and long term expenditures	CEO/Board			
	Service plan review					
		Obtain Board approval to conduct service review	CEO	Oct 2019 meeting	Working with Municipalities grant for Service Review	Completed
		Complete service review	CEO	By Aug 2020		Completed
		Review and implement service plan		By Oct 2020		
Community Connections		Durham branch space review	CEO/Board Chair	Oct 2019 meeting		Completed
	Obtain feedback from public					
		Obtain feedback from every program	Staff	Ongoing	Feedback form complete, will begin using when programming starts again.	
		Review feedback form	CEO/Staff	Nov 2019 staff mtg	End of 2019	Completed
		Survey	Staff/Board	Finalize by end of 2019	Send out in Feb 2020, completed Mar 1 2020	Completed
	Marketing Outreach					
		Send more information with tax notices	CEO/Municipal staff			
		SouthGreyNews - larger events	Staff	Ongoing	Ongoing	Ongoing
		Chamber news - all events	Staff	Ongoing	Ongoing	Ongoing
		Radio (92.3, 88.7, Bluewater radio)		Ongoing	Ongoing	Ongoing
		Spotlight & Post	CEO/Municipal staff	Ongoing	Ongoing	Ongoing
	Building Partnerships					
		Continue to build relationships with Municipality and Council	CEO/Staff/Board	Ongoing	Ongoing	Ongoing
		Gather inventory of formed partnerships and gaps	Staff/Board	Nov 2019 staff mtg		

# Board report

PLS Virtual conference 21 September 2021

Stronger Libraries, Stronger Communities - What's Next?

Future of Public Libraries

Representatives from nine libraries, good mix of size and location, presented their thoughts and experiences from the past 15 - 18 months as changes were required by COVID.

Greater Sudbury PL

Library programmes and services need to bridge the technical, digital gap for patrons - individuals, groups, businesses - by showing patrons how libraries can help them help themselves by using libraries' digital labs.

Larger libraries helping smaller libraries

The new phase for development is for libraries to think and be "beyond the walls"

Stats still matter, libraries are still engaging the community

Share contact information. Patrons are now virtual - can be anywhere, no longer based on physical geographical location.

London PL

Advocate for the whole person. Connect specialist facilitators; example mental health; teens; families, with members of local community.

All staff ought to be trauma informed - read "A Trauma Informed Approach to Caring for the Whole Person".

Vaughn PL

Video programming and promotion of PL to market place

Create tips for creating films/videos. Distribute via TICTOC, YouTube, Instagram, Eventbrite.

Nipissing First Nations PL

Find new areas of resource funding

New audiences via virtual media and through programmes such as heritage, history, language

Caledon PL

How to increase volunteer hours by using virtual media. Emphasis was given to teen volunteers who could use own media, create teen programmes, produce teen bloggers

Big Grassy First Nations PL

Accommodated 10 secondary school students - who didn't have own/home computer capabilities - to attend school on line from the library

Ordered and distributed food to selected households

Picked and distributed natural medicines to COVID patients

Kim Silk, consultant

Importance of measurable outcomes with new programmes - What good did we do?

Virtual sharing of spaces and specialists - Conservation Authority talks to PL patrons using PL resources.

Surveying results will advise on success and advocacy.

Thunder Bay PL

COVID is a catalyst to use local resources

Think outside the box

Increase partnerships

Instagram most popular platform, also Eventbrite page

Libraries as public, democratic spaces bringing divided, polarized communities together

Can have much bigger, broader reach, work with municipalities and Province and shrink geographic lack of access

Value of hotspots, lending Chrome Books and working with community partners to create accessible points throughout the community and to connect with community members who haven't tech access

OLS Rep gave presentation on "Tips for Podcasting" and "Shared Leadership Thoughts"

Ottawa PL

Increased number of patrons through tech

Extended use of temporary cards, now 30% of registration done on line with PATRON

Isolation recreation, page of interesting things to do when library is closed

E-Chat, 100 new patrons

Traditional ILS system replaced with new management system to allow email blasts to all patrons

Increased demand for print services met with online requests and scheduled pick-ups

Virtual services added for use of library resources, ex genealogy

Enhanced e-content. Demand for ereaders in French language up 143%

Beefed up BLOGS for promotion of books and services

Now, virtual book clubs

A portal of new reads that didn't have holds increased use and librarian engagement

Creation of book bundles for curbside pickup. Patrons pick up a bundle of lesser read books

Live events in ZOOM and more recorded events.

The PL had wanted to do all of the above and COVID provided the push and time to implement. BUT all takes more budget and more staffing.

More public and staff attendance at Board Meetings on ZOOM.

Need to update Customer Code of Conduct.