

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/82874433998?pwd=MzVzSDZlMWZBTIRBSVlORERyLzJlZz09>

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** 828 7443 3998 **and Passcode:** 145607

### Agenda

October 26, 2021, 8pm

1. Call to Order
2. Declaration of Pecuniary Interest or Conflict of Interest
3. 2022 Budget discussion

Moved by and seconded by THAT the West Grey Library Board approve the 2022 draft budget.

4. Open Discussion (15 min)
5. Next Meeting – Wednesday November 10, 2021, 7pm
6. 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

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

- 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.**

	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					323,917	323,917	258,633	65,284	25.24% Added hrs for
Lib. Benefits					71,579	71,579	55,107	16,472	29.89%
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 p
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 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% Staff attendi
Contracting library services GH					16,133	16,133	16,133	0	0.00%
Municipal Admin. Costs					3,400	3,400	3,400	0	0.00%
	0	0	0	0	491,629	491,629	402,373	89,256	
Lib. Utilities Water/Sewer	600	100	700		1,400	1,400	1,400	0	0.00%
Lib. Utilities Heat	2,000	2,000	1,200		5,200	5,200	5,200	0	0.00%
Lib. Utilities Hydro	1,500	1,800	3,000		6,300	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 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	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>526,935</b>	<b>433,023</b>	<b>93,912</b>		<b>21.69%</b>
<b>West Grey Library Levy</b>	<b>7,902</b>	<b>7,902</b>	<b>19,502</b>	<b>0</b>	<b>493,445</b>	<b>398,283</b>	<b>95,162</b>		<b>23.89%</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 #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 -3.60%</b>
<b>EXPENDITURES</b>								
Lib. Wages					317,762	317,762	258,633	59,129 22.86%
Lib. Benefits					63,575	63,575	55,107	8,468 15.37%
Lib. Supplies					1,200	1,200	1,000	200 20.00%
Lib. ILLO					700	700	700	0 0.00%
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%
Lib. Computer (hardware)					4,000	4,000	4,000	0 0.00%
Lib. Computer (software)					5,000	5,000	4,000	1,000 25.00%
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%
Lib. Advertising/Marketing/Promotion					1,000	1,000	1,000	0 0.00%
Lib. Gen. Memberships					400	400	400	0 0.00%
Lib. Programming					4,000	4,000	2,500	1,500 60.00%
Lib. Hall Rentals					1,000	1,000	400	600 150.00%
Lib. E-Resources (Overdrive, e-books, Kanopy, Novelist, Flipster)					6,000	6,000	4,000	2,000 50.00%
Lib. KOHA support					5,000	5,000	4,600	400 8.70%
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 GH					16,133	16,133	16,133	0 0.00%
Municipal Admin. Costs					3,400	3,400	3,400	0 0.00%
	0	0	0	0	477,470	477,470	402,373	75,097
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%
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>512,776</b>	<b>433,023</b>	<b>79,753</b>	<b>18.42%</b>
<b>West Grey Library Levy</b>	<b>7,902</b>	<b>7,902</b>	<b>19,502</b>	<b>0</b>	<b>479,286</b>	<b>398,283</b>	<b>81,003</b>	<b>20.34%</b>

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	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	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					310,473	310,473	258,633	51,840	20.04% Added hrs fo
Lib. Benefits					61,080	61,080	55,107	5,973	10.84%
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 p
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 re
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 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% Staff attendi
Contracting library services GH					16,133	16,133	16,133	0	0.00%
Municipal Admin. Costs					3,400	3,400	3,400	0	0.00%
	0	0	0	0	467,686	467,686	402,373	65,313	
Lib. Utilities Water/Sewer	600	100	700		1,400	1,400	1,400	0	0.00%
Lib. Utilities Heat	2,000	2,000	1,200		5,200	5,200	5,200	0	0.00%
Lib. Utilities Hydro	1,500	1,800	3,000		6,300	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 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	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>502,992</b>	<b>433,023</b>	<b>69,969</b>	<b>16.16%</b>	
<b>West Grey Library Levy</b>	<b>7,902</b>	<b>7,902</b>	<b>19,502</b>	<b>0</b>	<b>469,502</b>	<b>398,283</b>	<b>71,219</b>	<b>17.88%</b>	