

#### **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/82874433998?pwd=MzVzSDZIMWZBTIRBSVIORERyLzJIZz09

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

- l. 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



### **West Grey Public Library Board**

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- 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 NEUSTADT	3000 AYTON	4000 DURHAM	5000 BOARD	WGPL	2,022	2,021 Approved	\$\$ BUDGET CHANGE	% BUDGET CHANGE	
REVENUE Development Charges	0	0	0		(C 000)	(6,000)	(6 000)		0.000/	
Transfer from General Reserve	0	0	0		(6,000)	(6,000) 0	(6,000)	0	0.00% #DIV/0I	
Transfer from Provincial Grant Reser	ve					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 - Connectivit	у				(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!	
TOTAL REVENUES	0	0	0	0	(22.400)	(22.400)	(24.740)	1 250	#DIV/0!	
TOTAL NEVEROLS	U	U	U	0	(33,490)	(33,490)	(34,740)	1,250	-3.60%	
EXPENDITURES										
Lib. Wages					323,917		258,633	65,284	25.24%	Added hrs fo
Lib. Benefits					71,579	71,579	55,107	16,472	<u>29.89%</u>	
Lib. Supplies					1,200	1,200	1,000	200		Supplies incr
Lib. ILLO					700	700	700	0		Not used mu
Lib. COVID supplies					1,500	1,500	1,500	0	0.00%	
Lib. Bldg. Supplies & Maintenance Lib. Courier Mileage					5,000	5,000	5,000	0	0.00%	
Lib. Durham Copier Lease					1,000 2,400	1,000	1,000	0	0.00%	
Lib. Computer (hardware)					4,000	2,400 4,000	1,800 4,000	600		Increase in photospots
Lib. Computer (software)					5,000	5,000	4,000	1,000		Increase to c
Lib. Book Processing					3,000	3,000	3,000	0	0.00%	mercase to e
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/Promot	tion				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-boo	ks, Kanopy, N	ovelist, F	lipster)		6,000	6,000	4,000	2,000		inc in pricing,
Lib. KOHA support					5,000	5,000	4,600	400		Increase in p
Lib. IT support					2,500	2,500	2,500	0	0.00%	o. 65 II
Lib. Confer/Training Contracting library services GH	185 × 151	15013	-5-1.	100	4,000	4,000	4,000	0	The state of the s	Staff attendi
Municipal Admin. Costs		115			16,133 3,400	16,133 3,400	16,133 3,400	0	0.00%	
e and a second					3,400	3,400	3,400	U	- 0.00%	
	0	0	0	0	491,629	491,629	402,373	89,256		
Lib Litilities Water/Source	000	400	700			اممداد	41255		0.000	
Lib. Utilities Water/Sewer Lib. Utilities Heat	600 2,000	100 2,000	700 1,200			1,400 5,200	1,400	0	0.00%	
Lib. Utilities Hydro	1,500	1,800					5,200	0	0.00%	
Lib. Telephone/Fax	400	400	3,000 1,500			6,300 2,300	6,300 2,350	(50)	0.00% -2.13%	
Lib. Connect/Internet	800	800	5,000			6,600	3,800	2,800		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		
	7,902	7,902	19,502	0		35,306	30,650	4,656		
TOTAL EXPENDITURES	7,902	7,902	19,502	0		526,935	433,023	93,912	21.69%	
West Grey Library Levy	7,902	7,902	19,502	0		493,445	398,283	95,162	23.89%	

	2000 NEUSTADT	3000 AYTON	4000 DURHAM	5000 BOARD	WGPL	2,022	2,021 Approved	\$\$ BUDGET CHANGE	% BUDGET CHANGE
REVENUE Development Charges	0	0	^		(6,000)	(5,000)	15 000)		0.000/
Development Charges Transfer from General Reserve	0	0	0		(6,000)	(6,000)	(6,000)	0	0.00%
Transfer from Provincial Grant Rese	n/e					0	0	0	#DIV/0!
Annual Provincial Grant	100				(24 190)	(24,190)	(24,190)	0	#DIV/0! 0.00%
Provincial Grant (for automation)					(24,150)	(24,130)	(24,190)	0	#DIV/0!
Library Provincial Rev - Connectivity	tv				(800)	(800)	(800)	0	0.00%
Library Federal Rev - WIL/CAP	- 7				(600)	(600)	(000)	0	#DIV/0!
Library Donations						0	0	0	#DIV/0!
ib. Revenue					(1,250)	(1,250)	(1,250)	0	0.00%
ib. Rev/Service Fee					(1,250)	(1,250)	(1,250)	0	0.00%
ib. Fines					(1,230)	0	(1,250)	1,250	-100.00%
ib. Computer Use Fee						0	0	0	#DIV/0!
						Ü		o	#DIV/0!
ransfer from Capital Reserve								0	#DIV/0!
OTAL REVENUES	0	0	0	0	(33,490)	(33,490)	(34,740)	1,250	-3.60%
XPENDITURES									
b. Wages					317,762	317,762	258,633	59,129	22.86%
ib. Benefits					63,575	63,575	55,107	8,468	15.37%
b. Supplies					1,200	1,200	1,000	200	20.00%
b. ILLO					700	700	700	0	0.00%
b. COVID supplies					1,500	1,500	1,500	0	0.00%
b. Bldg. Supplies & Maintenance					5,000	5,000	5,000	0	0.00%
b. Courier Mileage					1,000	1,000	1,000	0	0.00%
o. Durham Copier Lease					2,400	2,400	1,800	600	33.33%
. Computer (hardware)					4,000	4,000	4,000	0	0.00%
. Computer (software)					5,000	5,000	4,000	1,000	25.00%
. Book Processing					3,000	3,000	3,000	0	0.00%
. Collections (dvds, periodicals)					3,000	3,000	2,000	1,000	50.00%
. Books					24,000	24,000	24,000	0	0.00%
. Building Security					1,400	1,400	1,400	0	0.00%
. Volunteer & Staff Recog.					500	500	300	200	66.67%
. Advertising/Marketing/Promo	otion				1,000	1,000	1,000	0	0.00%
Gen. Memberships					400	400	400	0	0.00%
. Programming					4,000	4,000	2,500	1,500	60.00%
. Hall Rentals					1,000	1,000	400	600	150.00%
o. E-Resources (Overdrive, e-boo	oks, Kanopy. N	lovelist. F	lipster		6,000	6,000	4,000	2,000	50.00%
. KOHA support	, F1/		,,		5,000	5,000	4,600	400	8.70%
o. IT support					2,500	2,500	2,500	0	0.00%
. Confer/Training					4,000	4,000	4,000	0	0.00%
ontracting library services GH	H 3. V 9	33.7			16,133	16,133	16,133	0	0.00%
unicipal Admin. Costs					3,400	3,400	3,400	0	
	0	0	0	0	477,470	477,470	402,373	75,097	
ib. Utilities Water/Sewer	600	100	700			1,400	1,400	0	0.00%
b. Utilities Heat	2,000	2,000	1,200			5,200	5,200	0	0.00%
. Utilities Hydro	1,500	1,800	3,000			6,300	6,300	0	0.00%
. Telephone/Fax	400	400	1,500						
. Connect/Internet	800	800				2,300	2,350	(50)	
Insurance			5,000			6,600	3,800	2,800	73.68%
. Insurance . Lot/Grass Maint.	1,602	1,602	1,602			4,806	3,000	1,806	60.20%
. Contract Labour	400	000	1,500			2,500	2,400	100	4.17%
J. 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		512,776	433,023	79,753	18.42%
Vest Grey Library Levy	7,902	7,902	19,502	0		479,286	398,283	81,003	20.34%



	2000 NEUSTADT	3000 AYTON	4000 DURHAM	5000 BOARD	WGPL	2,022	2,021 Approved	\$\$ BUDGET CHANGE	% BUDGET CHANGE	
REVENUE					15 000)	(5.000)	the minori			
Development Charges Transfer from General Reserve	0	0	0		(6,000)	(6,000)	(6,000)	0		
Transfer from Provincial Grant Rese	20/0					0	0	0	#DIV/0! #DIV/0!	
Annual Provincial Grant	5146				(24,190)		(24,190)	0	0.00%	
Provincial Grant (for automation)					(24,130)	(24,130)	0	0	#DIV/0!	
Library Provincial Rev - Connectiv	itv				(800)	(800)	(800)	0	0.00%	
Library Federal Rev - WIL/CAP	,				(500)	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)			
Lib. Fines					(-//	0	(1,250)	1,250		
Lib. Computer Use Fee						0	0	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		
EXPENDITURES										
Lib. Wages					310,473	310,473	258,633	51,840	20.04%	Added hrs for
Lib. Benefits					61,080	61,080	55,107	5,973		
Lib. Supplies					1,200	1,200	1,000	200		Supplies incre
Lib. ILLO					700	700	700	0		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		Increase to o
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/Prome	otion				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-bo	oks, Kanopy, N	lovelist,	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	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	0	0.00%	
Lib. Utilities Heat	2,000	2,000	1,200			5,200	5,200	0		
Lib. Utilities Hydro	1,500	1,800	3,000			6,300	6,300	0		
Lib. Telephone/Fax	400	400	1,500			2,300	2,350	(50		
Lib. Connect/Internet	800	800	5,000			6,600	3,800	2,800	•	increased to c
Lib. Insurance	1,602	1,602	1,602			4,806	3,000	1,806		
Lib. Lot/Grass Maint.	400	600	1,500			2,500	2,400	100		
Lib. Contract Labour	600	600	5,000			6,200	6,200	0		
	7,902	7,902	19,502	0		35,306	30,650	4,656		
TOTAL EXPENDITURES	7,902	7,902	19,502	0		502,992	433,023	69,969	16.16%	
West Grey Library Levy	7,902	7,902	19,502	0		469,502	398,283	71,219	17.88%	