

**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

November 10, 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 – October 13, 2021 & October 26, 2021
 - b. Accounts Payable – A/P Voucher V10 - \$7,453.31**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. Grey Highlands Library Service Contract up for renewal
8. Report from Council members'
9. Other business

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

- a. GOV-09 – policy committee
- b. Land acknowledgement
- c. Draft job description - Digital Services position
- d. Growth Plan
 - i. How do we extend services?
10. Open Discussion (15 min)
 - a. Budget presentation for the future
11. Next Meeting – Wednesday December 8, 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

October 13, 2021

West Grey Public Library - Virtual

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

Absent:

Call to Order

The Chair called the meeting to order at 7:04 pm

Moved by Stephen Townsend and seconded by Boyde Colwell 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— September 2021
- b. Accounts Payable –September 2021

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.

Fine- free policy is being drafted

Time capsule event cancelled due to patron demand for vaccine passports

Policies need to be drafted around double vaccination for participation in programming

Moved by Beth Hamilton and seconded by Stephen Townsend that CEO draft a COVID-19 vaccination policy for staff, WGPL Board members and volunteers according to Grey Bruce Public Health Unit recommendations.

Motion carried.

Lamination service was well received. Lamination machines were replaced due to wear.

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

Motion carried.

Correspondence – Grey Highlands service contract.

West Grey Public Library Board Minutes

October 13, 2021

West Grey Public Library - Virtual

Moved by Beth Hamilton and seconded by Elizabeth Murray that Grey Highlands service contract be deferred to November 2021.

Motion carried.

Matters arising from the Minutes-

2022 Budget- Discussion around increases in budget lines. CEO to present WGPL successes and growth of the service over last ten years.

Other budget options: Option B includes a 30 hours per week position which would have a tech focus; Option C would be a Supervisor/ Lead Hand position in CEO's absence and would be a 30 hours per week position

Moved by Stephen Townsend and seconded by Boyde Colwell that CEO create a budget with a full-time position instead of a part time position and submit a copy of the completed document to the WGPL Board at the same time as the document is submitted to WG Council.

Friendly amendment to remove and submit a copy of the completed document to the WGPL Board at the same time as the document is submitted to WG Council. **Amendment carried.**

Moved by Beth Hamilton and seconded by Elizabeth Murray that a Zoom Meeting be held on October 26, 2021, at 8 pm to vote on the revised budget.

Motion carried.

Staff Recognition – October 19 a special food treat will be dropped off from the Board.
October 21 Work Anniversary gifts will be presented

Report from Council members

Council will recognize Library Week

Other business:

Minute-taker position- Elizabeth Murray has agreed to take the position

Library Hours- Patrons are requesting that hours be extended to include weekends and evenings in Durham. Branch will open for 4 hours on Saturdays.

Board Assembly Meeting November 10, 2021

Workplace Violence and Harassment Policy- Policy Committee will review

Diversity and Inclusion webinar

Time Capsule – Is on display for the public

Next Meeting: November 10, 2021, at 7pm via ZOOM

Adjournment: Motion to adjourn at 9:27pm moved by Elizabeth Murray.

Chair

Date

MUNICIPALITY OF WEST GREY
LIBRARY - WEST GREY



GL5410

Date : Oct 28, 2021

Page :

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Time : 9:11 am

For Period Ending 31-Dec-2021

	CURRENT	CURRENT	VARIANCE \$	VARIANCE %
	YEAR TO DATE	BUDGET		
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)	86.96
Donations	(3,199.67)	0.00	3,199.67	0.00
Library Revenue	(256.57)	(1,250.00)	(993.43)	20.53
Service Fees Revenue	(544.50)	(1,250.00)	(705.50)	43.56
Fines Revenue	(109.15)	(1,250.00)	(1,140.85)	8.73
Member Card Revenue	(6.00)	0.00	6.00	0.00
Total OPERATING REVENUES	(4,834.57)	(34,740.00)	(29,905.43)	13.92
OPERATING EXPENSES				
Wages	187,713.06	258,633.00	70,919.94	72.58
Benefits	38,488.78	55,107.00	16,618.22	69.84
Materials & Supplies	1,388.91	1,500.00	111.09	92.59
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	820.42	1,000.00	179.58	82.04
Building Maintenance	3,426.46	5,000.00	1,573.54	68.53
Mileage/Courier	552.29	1,000.00	447.71	55.23
Copier Lease	1,475.50	1,800.00	324.50	81.97
Program Development	3,326.16	2,500.00	(826.16)	133.05
ILLO Expense	225.58	700.00	474.42	32.23
Overdrive/E-Books	6,350.31	4,000.00	(2,350.31)	158.76
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	2,365.37	4,000.00	1,634.63	59.13
Book Processing Fee	2,879.38	3,000.00	120.62	95.98
Books	18,255.77	24,000.00	5,744.23	76.07
Videos	527.56	1,000.00	472.44	52.76
Periodicals	488.33	1,000.00	511.67	48.83
Conference/Training	1,405.95	4,000.00	2,594.05	35.15
Security	1,180.14	1,400.00	219.86	84.30
Library Board	0.00	3,400.00	3,400.00	0.00
Total OPERATING EXPENSES	283,004.08	385,840.00	102,835.92	73.35
BRANCH EXPENSES				
ELMWOOD BRANCH EXPENSES	111.86	50.00	(61.86)	223.72
NEUSTADT BRANCH EXPENSES	5,899.03	7,200.00	1,300.97	81.93
NORMANBY BRANCH EXPENSES	4,703.14	7,300.00	2,596.86	64.43
DURHAM BRANCH EXPENSES	13,449.45	16,500.00	3,050.55	81.51
Total BRANCH EXPENSES	24,163.48	31,050.00	6,886.52	77.82
Total LIBRARY	302,332.99	382,150.00	79,817.01	79.11

MUNICIPALITY OF WEST GREY
LIBRARY - WEST GREY



GL5410

Date : Oct 28, 2021

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Time : 9:10 am

For Period Ending 31-Dec-2021

	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)	86.96
Total Prov Revenue - Connectivity	(695.70)	(800.00)	(104.30)	86.96
Donations				
2-4-2000-5350 Library Donations Neustadt	(921.50)	0.00	921.50	0.00
2-4-3000-5350 Library Donations Normanby	(0.25)	0.00	0.25	0.00
2-4-4000-5350 Library Donations Durham	(1,063.80)	0.00	1,063.80	0.00
2-4-4000-6500 Library Donations - Friends of Library	(984.12)	0.00	984.12	0.00
2-4-5000-5350 Lib. Brd Rev.-Child.Prog. Donations	(230.00)	0.00	230.00	0.00
Total Donations	(3,199.67)	0.00	3,199.67	0.00
Library Revenue				
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
Service Fees Revenue				
2-4-2000-5411 Library Rev Service Fees Neustadt	(1.25)	0.00	1.25	0.00
2-4-3000-5411 Library Rev Service Fees Normanby	(28.75)	0.00	28.75	0.00
2-4-4000-5411 Library Rev Service Fees Durham	(514.50)	(1,250.00)	(735.50)	41.16
Total Service Fees Revenue	(544.50)	(1,250.00)	(705.50)	43.56
Fines Revenue				
2-4-2000-5412 Library Revenue Fines Neustadt	(1.10)	0.00	1.10	0.00
2-4-3000-5412 Library Revenue Fines Normanby	(13.55)	0.00	13.55	0.00
2-4-4000-5412 Library Revenue Fines Durham	(94.50)	(1,250.00)	(1,155.50)	7.56
Total Fines Revenue	(109.15)	(1,250.00)	(1,140.85)	8.73
Member Card Revenue				
2-4-4000-5414 Library Revenue Member Card Durham	(6.00)	0.00	6.00	0.00
Total Member Card Revenue	(6.00)	0.00	6.00	0.00
Total OPERATING REVENUES	(4,834.57)	(34,740.00)	(29,905.43)	13.92
OPERATING EXPENSES				
Wages				
2-5-4000-1010 Lib Wages Durham	187,713.06	258,633.00	70,919.94	72.58
Total Wages	187,713.06	258,633.00	70,919.94	72.58
Benefits				
2-5-4000-1015 Lib Benefits Durham	38,488.78	55,107.00	16,618.22	69.84

MUNICIPALITY OF WEST GREY
LIBRARY - WEST GREY



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Date : Oct 28, 2021

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For Period Ending 31-Dec-2021

	CURRENT	CURRENT	VARIANCE \$	VARIANCE %
	YEAR TO DATE	BUDGET		
LIBRARY				
Total Benefits	38,488.78	55,107.00	16,618.22	69.84
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	778.35	1,500.00	721.65	51.89
Total Materials & Supplies	1,388.91	1,500.00	111.09	92.59
Office Supplies				
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
Volunteer Recognition				
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
General Memberships				
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
Advertising				
2-5-4000-2013 Lib Advertising Durham	820.42	1,000.00	179.58	82.04
Total Advertising	820.42	1,000.00	179.58	82.04
Building Maintenance				
2-5-2000-2015 Lib Bldg Maintenance Neustadt	81.41	0.00	(81.41)	0.00
2-5-3000-2015 Lib Bldg Maintenance Normanby	50.88	0.00	(50.88)	0.00
2-5-4000-2015 Lib Bldg Maintenance Durham	3,294.17	5,000.00	1,705.83	65.88
Total Building Maintenance	3,426.46	5,000.00	1,573.54	68.53
Mileage/Courier				
2-5-4000-2021 Courier Mileage/Compensation	552.29	1,000.00	447.71	55.23
Total Mileage/Courier	552.29	1,000.00	447.71	55.23
Copier Lease				
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
Program Development				
2-5-4000-2023 Program Development Durham	3,326.16	2,500.00	(826.16)	133.05
Total Program Development	3,326.16	2,500.00	(826.16)	133.05
ILLO Expense				
2-5-4000-2019 Lib ILLO Expense	225.58	700.00	474.42	32.23
Total ILLO Expense	225.58	700.00	474.42	32.23
Overdrive/E-Books				
2-5-4000-2026 Library - Overdrive/e-books	6,350.31	4,000.00	(2,350.31)	158.76
Total Overdrive/E-Books	6,350.31	4,000.00	(2,350.31)	158.76
KOHA Support				
2-5-4000-2027 Library - KOHA support	4,972.00	4,600.00	(372.00)	108.09

MUNICIPALITY OF WEST GREY
LIBRARY - WEST GREY



GL5410

Date : Oct 28, 2021

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Time : 9:10 am

For Period Ending 31-Dec-2021

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
LIBRARY				
Total KOHA Support	4,972.00	4,600.00	(372.00)	108.09
IT Support				
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
Equipment Maintenance				
2-5-4000-2035 Library Computer Purchases	2,413.66	4,000.00	1,586.34	60.34
Total Equipment Maintenance	2,413.66	4,000.00	1,586.34	60.34
Autotmatlon - Patrons				
2-5-4000-2036 Library- Photocopies, Database, Webs	2,365.37	4,000.00	1,634.63	59.13
Total Autotmatlon - Patrons	2,365.37	4,000.00	1,634.63	59.13
Book Processing Fee				
2-5-4000-2043 Lib. Durham Book Processing Fees	2,879.38	3,000.00	120.62	95.98
Total Book Processing Fee	2,879.38	3,000.00	120.62	95.98
Books				
2-5-4000-2044 Lib Purchase Books Durham	18,255.77	24,000.00	5,744.23	76.07
Total Books	18,255.77	24,000.00	5,744.23	76.07
Videos				
2-5-4000-2045 Lib DVDs Durham	527.56	1,000.00	472.44	52.76
Total Videos	527.56	1,000.00	472.44	52.76
Periodicals				
2-5-4000-2046 Lib Periodicals Durham	488.33	1,000.00	511.67	48.83
Total Periodicals	488.33	1,000.00	511.67	48.83
Conference/Training				
2-5-4000-2077 Lib Durham Conference/Training	1,405.95	4,000.00	2,594.05	35.15
Total Conference/Training	1,405.95	4,000.00	2,594.05	35.15
Security				
2-5-4000-2051 Library - Security Expense	1,180.14	1,400.00	219.86	84.30
Total Security	1,180.14	1,400.00	219.86	84.30
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	283,004.08	385,840.00	102,835.92	73.35
BRANCH EXPENSES				
ELMWOOD BRANCH EXPENSES				
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
NEUSTADT BRANCH EXPENSES				
2-5-2000-2008 Lib Utilities Water/Sewer Neustadt	426.45	600.00	173.55	71.08
2-5-2000-2009 Lib Utilities Heat Neustadt	2,119.71	2,000.00	(119.71)	105.99

MUNICIPALITY OF WEST GREY
LIBRARY - WEST GREY



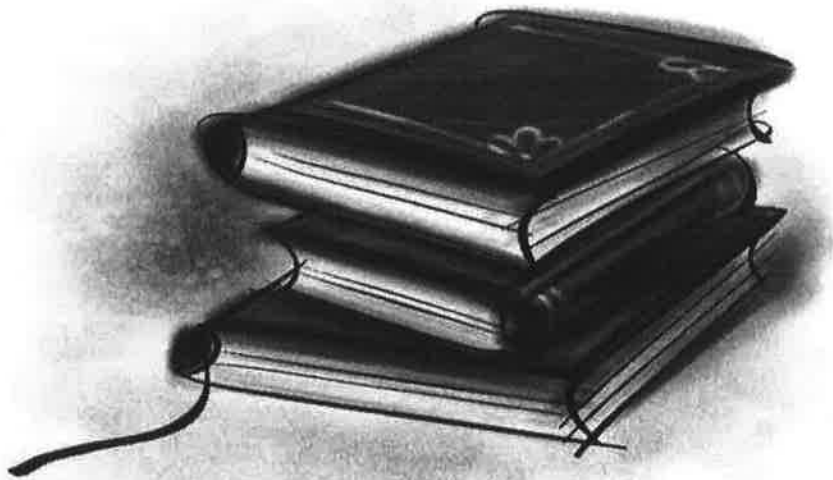
GL5410

Date : Oct 28, 2021

Page : 4
Time : 9:10 am

For Period Ending 31-Dec-2021

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
LIBRARY				
2-5-2000-2014 Lib Utilities Hydro Neustadt	462.64	1,500.00	1,037.36	30.84
2-5-2000-2016 Lib Telephone/Fax Neustadt	232.41	400.00	167.59	58.10
2-5-2000-2017 Lib Internet Neustadt	686.43	800.00	113.57	85.80
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	369.39	300.00	(69.39)	123.13
2-5-2000-3011 Lib Contract Labour Neustadt	0.00	600.00	600.00	0.00
Total NEUSTADT BRANCH EXPENSES	5,899.03	7,200.00	1,300.97	81.93
NORMANBY BRANCH EXPENSES				
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	832.09	1,800.00	967.91	46.23
2-5-3000-2016 Lib Telephone/Fax Normanby	232.00	400.00	168.00	58.00
2-5-3000-2017 Lib Internet Normanby	686.43	800.00	113.57	85.80
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	213.69	600.00	386.31	35.62
2-5-3000-3011 Lib Contract Labour Normanby	0.00	600.00	600.00	0.00
Total NORMANBY BRANCH EXPENSES	4,703.14	7,300.00	2,596.86	64.43
DURHAM BRANCH EXPENSES				
2-5-4000-2008 Lib Utilities Water/Sewer Durham	464.56	700.00	235.44	66.37
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	995.80	1,500.00	504.20	66.39
2-5-4000-2017 Lib Connectivity/Internet	2,856.46	2,200.00	(656.46)	129.84
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	427.37	1,500.00	1,072.63	28.49
2-5-4000-3011 Lib Durham Contract Wages	3,999.09	5,000.00	1,000.91	79.98
Total DURHAM BRANCH EXPENSES	13,449.45	16,500.00	3,050.55	81.51
Total BRANCH EXPENSES	24,163.48	31,050.00	6,886.52	77.82
Total LIBRARY	302,332.99	382,150.00	79,817.01	79.11



MUNICIPALITY OF WEST GREY

LIBRARY BOARD MEETING

Wednesday, Nov. 10th, 2021

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A/P VOUCHER 2021

October V10 - \$7,453.31

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



AP5130

Page : 1

Date : Oct 27, 2021

Time : 1:46 pm

Vendor : @HO00001 To ZZZ91192

Batch : 266 To 266

Department : All

Cheque Print Date : 01-Oct-2021 To 27-Oct-2021

Bank : 2 To 2

Class : All

Vendor Invoice	Vendor Name Description				Batch Invc Date	Invc Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 2000				Library Expense Neustadt			
BOH02241				BOHNERT FIRE & SAFETY SUPPLIES			
7591				Neust.Libr. annual fire exting./emerg. light inspections + 1 6V5Ah light battery /installed	266 27-Oct-2021	27-Oct-2021	
2-5-2000-2015				Lib Bldg Maintenance Neustadt			90.40
MUN20094				MUNICIPALITY OF WEST GREY			
511 MILL SEP				3rd Qtr wtr/swr @ Neustadt Library	266 27-Oct-2021	27-Oct-2021	
2-5-2000-2008				Lib Utilities Water/Sewer Neustadt			147.60
S&19029				S & E LAWN CARE & SNOW REMOVAL LTD			
2021-0859 LIBI				Library grass cutting Sept. 2-17 (3 each)	266 27-Oct-2021	27-Oct-2021	
2-5-2000-2050				Lib Neustadt Lot/Grass Maintenance			33.90
2021-0919 LIB				Library grass cutting: Sept. 23-30 (2 each)	266 27-Oct-2021	27-Oct-2021	
2-5-2000-2050				Lib Neustadt Lot/Grass Maintenance			22.60
Department Totals :							294.50

DEPARTMENT 3000				Library Expense Normanby			
BOH02241				BOHNERT FIRE & SAFETY SUPPLIES			
7590				Ayton Libr. annual fire exting./emerg. light inspections	266 27-Oct-2021	27-Oct-2021	
2-5-3000-2015				Lib Bldg Maintenance Normanby			56.50
S&19029				S & E LAWN CARE & SNOW REMOVAL LTD			
2021-0859 LIBI				Library grass cutting Sept. 2-17 (3 each)	266 27-Oct-2021	27-Oct-2021	
2-5-3000-2050				Lib Nby Lot/Grass Maintenance			33.90
2021-0919 LIB				Library grass cutting: Sept. 23-30 (2 each)	266 27-Oct-2021	27-Oct-2021	
2-5-3000-2050				Lib Nby Lot/Grass Maintenance			22.60
Department Totals :							113.00

DEPARTMENT 4000				Library Expense Durham			
BOH02241				BOHNERT FIRE & SAFETY SUPPLIES			
7589				Durh.Libr. annual fire extinguishers/emergency light inspections	266 27-Oct-2021	27-Oct-2021	
2-5-4000-2015				Lib Bldg Maintenance Durham			56.50
BON00002				BON APPETIT			
OCT. 2021				1 year subscription 'Bon Appetit' magazine	266 27-Oct-2021	27-Oct-2021	
2-5-4000-2046				Lib Periodicals Durham			18.00
EXC05059				EXCEL BUSINESS SYSTEMS			
428849				Library copier read - September (1531)	266 27-Oct-2021	27-Oct-2021	
2-5-4000-2036				Library- Photocopies, Database, Website			47.65
HOL08022				HOLST OFFICE PRO.			
J6890				Library: labels, laminates, laminator, rings, binder clips, chalk, rings	266 27-Oct-2021	27-Oct-2021	
2-5-4000-2023				Program Development Durham			32.47
2-5-4000-2029				Library COVID Expenses			105.06
KAN00001				KANOPY INC			
265423-PPU				Sept: PPplay credits-28 + 16 / KKids - 1	266 27-Oct-2021	27-Oct-2021	
2-5-4000-2026				Library - Overdrive/e-books			125.00
LIB00002				LIBRARY SERVICES CENTRE			
611759				Sept. 25 book order / proc charges	266 27-Oct-2021	27-Oct-2021	
2-5-4000-2043				Lib. Durham Book Processing Fees			157.30

MUNICIPALITY OF WEST GREY
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Date : Oct 27, 2021

Time : 1:46 pm

Vendor : @HO00001 To ZZZ91192

Batch : 266 To 266

Department : All

Cheque Print Date : 01-Oct-2021 To 27-Oct-2021

Bank : 2 To 2

Class : All

Vendor Invoice	Vendor Name Description				Batch Invc Date	Invc Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 4000				Library Expense Durham			
2-5-4000-2044				Lib Purchase Books Durham			369.61
612137	Oct. 1 book order / proc charges				266 27-Oct-2021	27-Oct-2021	
2-5-4000-2043				Lib. Durham Book Processing Fees			40.68
2-5-4000-2044				Lib Purchase Books Durham			80.79
612485	Oct. 7 - book order / proc charges				266 27-Oct-2021	27-Oct-2021	
2-5-4000-2043				Lib. Durham Book Processing Fees			13.56
2-5-4000-2044				Lib Purchase Books Durham			82.29
MUN20094	MUNICIPALITY OF WEST GREY						
453 GARAF SI	3rd Qtr wtr/swr @ Durham Library				266 27-Oct-2021	27-Oct-2021	
2-5-4000-2008				Lib Utilities Water/Sewer Durham			160.20
PEO00001	PEOPLE						
OCT. 2021	Subscription 25 issues - People magazine				266 27-Oct-2021	27-Oct-2021	
2-5-4000-2046				Lib Periodicals Durham			56.00
ROY00001	ROYAL ENGRAVING & TROPHY'S						
1083	13 name tags w/magnets for Library				266 27-Oct-2021	27-Oct-2021	
2-5-4000-2013				Lib Advertising Durham			163.94
S&19029	S & E LAWN CARE & SNOW REMOVAL LTD						
2021-0859 LIBI	Library grass cutting Sept. 2-17 (3 each)				266 27-Oct-2021	27-Oct-2021	
2-5-4000-2050				Lib Durham Lot/Grass Maintenance			67.80
2021-0919 LIB	Library grass cutting: Sept. 23-30 (2 each)				266 27-Oct-2021	27-Oct-2021	
2-5-4000-2050				Lib Durham Lot/Grass Maintenance			45.20
2021-0946 LIB	Durham Library cleaning services - Sept (4)				266 27-Oct-2021	27-Oct-2021	
2-5-4000-3011				Lib Durham Contract Wages			429.40
SWA00003	SWAN DUST CONTROL						
5926785	Oct. 6 mat rentals @ Durham Library				266 27-Oct-2021	27-Oct-2021	
2-5-4000-2015				Lib Bldg Maintenance Durham			21.47
5933660	Oct. 20 mat rental @ Durham Library				266 27-Oct-2021	27-Oct-2021	
2-5-4000-2015				Lib Bldg Maintenance Durham			21.47
WAT00015	WATTS SARAH						
OCT. 27, 2021	Mileage: June-108km/July-108km/Aug-153km/Sept-144km				266 27-Oct-2021	27-Oct-2021	
2-5-4000-2021				Courier Mileage/Compensation			50.76
2-5-4000-2021				Courier Mileage/Compensation			51.84
2-5-4000-2021				Courier Mileage/Compensation			73.44
2-5-4000-2021				Courier Mileage/Compensation			69.12
WHI00003	WHITEHOTS INC						
3418919	Sept. 28 book order				266 27-Oct-2021	27-Oct-2021	
2-5-4000-2044				Lib Purchase Books Durham			121.68
341892	Sept. 2 book order				266 27-Oct-2021	27-Oct-2021	
2-5-4000-2044				Lib Purchase Books Durham			205.37
3418921	Sept. 28 book order				266 27-Oct-2021	27-Oct-2021	
2-5-4000-2044				Lib Purchase Books Durham			811.08
3419364	September processing charges				266 27-Oct-2021	27-Oct-2021	
2-5-4000-2043				Lib. Durham Book Processing Fees			724.85
3419787	Oct. 5 book order				266 27-Oct-2021	27-Oct-2021	
2-5-4000-2044				Lib Purchase Books Durham			284.98
3419790	Oct. 5 book order				266 27-Oct-2021	27-Oct-2021	
2-5-4000-2044				Lib Purchase Books Durham			775.66

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Date : Oct 27, 2021

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Vendor : @HO00001 To ZZZ91192

Batch : 266 To 266

Department : All

Cheque Print Date : 01-Oct-2021 To 27-Oct-2021

Bank : 2 To 2

Class : All

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

DEPARTMENT 4000 Library Expense Durham

Department Totals : 5,263.17

Computer Paid Total : 5,670.67

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



AP5130

Page : 3

Date : Oct 27, 2021

Time : 1:46pm

Vendor : @HO00001 To ZZZ91192

Batch : 266 To 266

Department : All

EFT Paid Date : 01-Oct-2021 To 27-Oct-2021

Bank : 2 To 2

Class : All

Vendor Code Invoice No.	Vendor Name Description					Batch Invc Date	Invc Due Date	
G.L. Account	CC1	CC2	CC3	GL Account Name				Amount

DEPARTMENT 2000 Library Expense Neustadt

EAS00001 EASTLINK

17266365	Neustadt Library phone/internet/	to Oct. 8th	266	26-Oct-2021	26-Oct-2021	
2-5-2000-2016		Lib Telephone/Fax Neustadt				28.53
2-5-2000-2017		Lib Internet Neustadt				84.69

WES08001 WESTARIO POWER

2104699339	Neust Library hydro - August		266	26-Oct-2021	26-Oct-2021	
2-5-2000-2014		Lib Utilities Hydro Neustadt				83.19

Department Totals : 196.41

DEPARTMENT 3000 Library Expense Normanby

EAS00001 EASTLINK

17282236	Ayton Library phone/ internet /	to Oct. 11	266	26-Oct-2021	26-Oct-2021	
2-5-3000-2016		Lib Telephone/Fax Normanby				28.39
2-5-3000-2017		Lib Internet Normanby				84.69

HYD15021 HYDRO ONE NETWORKS INC.

610 ALF OCT.21	610 Alfred Str Ayton hydro to Sept. 23 - Library portion		266	22-Oct-2021	22-Oct-2021	
2-5-3000-2014		Lib Utilities Hydro Normanby				88.81

Department Totals : 201.89

DEPARTMENT 4000 Library Expense Durham

CIB03019 CIBC CREDIT CARD SERVICES

6065 SEPT.24/2 Aug. 25	Apple iCloud storage plan for Sept.		266	13-Oct-2021	13-Oct-2021	
2-5-4000-2036		Library- Photocopies, Database, Website				1.46

6065 SEPT.24/2 Sept. 15	Canada Post - interlibrary postage charge		266	13-Oct-2021	13-Oct-2021	
2-5-4000-2019		Lib ILLO Expense				13.52

6065 SEPT.24/2 Sept. 15:	training - 'Librarian's Guide to Homelessness'		266	13-Oct-2021	13-Oct-2021	
2-5-4000-2077		Lib Durham Conference/Training				467.73

6065 SEPT.24/2 Aug. 20:	www.1and1.com to Oct. 27		266	13-Oct-2021	13-Oct-2021	
2-5-4000-2036		Library- Photocopies, Database, Website				17.62

6065 SEPT.24/2 Aug. 24	Amazon: tissue paper, plastic sleeves / DVD order		266	13-Oct-2021	13-Oct-2021	
2-5-4000-2045		Lib DVDs Durham				129.54

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Council/Board Report By Dept-(EFT)



AP5130

Date : Oct 27, 2021

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Time : 1:46pm

Vendor : @HQ00001 To ZZZ91192

Batch : 266 To 266

Department : All

EFT Paid Date : 01-Oct-2021 To 27-Oct-2021

Bank : 2 To 2

Class : All

Vendor Code	Vendor Name								
Invoice No.	Description								
G.L. Account	CC1	CC2	CC3	GL Account Name	Batch	Inv Date	Inv Due Date	Amount	
DEPARTMENT 4000				Library Expense Durham					
2-5-4000-2023				Program Development Durham				43.37	
6065 SEPT.24/2 Aug. 29: Amazon.ca - silica gel packets					266	13-Oct-2021	13-Oct-2021		
2-5-4000-2023				Program Development Durham				18.07	
6065 SEPT.24/2 Sept. 13: Amazon.ca - book 'Apples Never Fall'					266	13-Oct-2021	13-Oct-2021		
2-5-4000-2044				Lib Purchase Books Durham				58.30	
6065 SEPT.24/2 Sept. 15: Amazon.ca - book 'Blind Tiger'					266	13-Oct-2021	13-Oct-2021		
2-5-4000-2044				Lib Purchase Books Durham				52.50	
6065 SEPT.24/2 Sept. 19: Amazon.ca - plastic sleeves					266	13-Oct-2021	13-Oct-2021		
2-5-4000-2023				Program Development Durham				18.25	
EAS00001	EASTLINK								
17266365	Neustadt Library			security to Oct. 8th	266	26-Oct-2021	26-Oct-2021		
2-5-4000-2051				Library - Security Expense				25.88	
17282236	Ayton Library			security to Oct. 11	266	26-Oct-2021	26-Oct-2021		
2-5-4000-2051				Library - Security Expense				25.88	
17386898	Durham Library phone/internet/security (install chrg) to Oct. 29				266	26-Oct-2021	26-Oct-2021		
2-5-4000-2016				Lib Telephone/Fax Durham				129.49	
2-5-4000-2017				Lib Connectivity/Internet				145.71	
2-5-4000-2051				Library - Security Expense				237.02	
Department Totals :								1,384.34	

EFT Paid Total : 1,782.64

Total Unpaid for Approval :	0.00
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	5,670.67
Total EFT Paid for Approval :	1,782.64
Grand Total ITEMS for Approval :	7,453.31

October 2021

Administration

Updates

- Received \$200 donation for the Durham library from an estate – was anonymous
- Christmas hours
Dec 24th 10-2
Closed Dec 25 – Jan 1

Friends of the Library

- Will hold first book sale since early 2020 at the end of Ontario Public Library week, Friday October 22 and Saturday October 23, at the Durham Legion.

Branches

- Requests to increase Durham hours have been received multiple times. Durham opened Saturday Oct 16th, 10-2 and will open more hours at the beginning of November. Tuesday & Thursday 10-7, Wednesday & Friday 10-5, Saturday 10-2.
- Ayton building (Library included) is receiving quotes on windows.

Staff

- Ontario Library Week begun with the Board celebrating the staff with a small appreciation and presentation.
- On Thursday October 21st the Board held a celebration for those staff members who have 5 & 10 years of service with the library.
- Advertising for student



October 2021

<i>BOARD MEETING</i>	<i>TASK/ACTION</i>	<i>RESPONSIBILITY</i>	<i>NOTES</i>	<i>COMPLETED</i>
	Personal Day Policy	CEO	November 2022	
	MOU – to CAO	CEO	October 2022	
SEPTEMBER 8, 2021				
	Succession planning	Board	Spring 2022	
	Grey Highlands agreement - discussion	Board	October 2021	Postponed till November
	Discuss with CAO & Clerk upcoming selection of Board	CEO	Spring 2022	
	Modernize the Library	Board/CEO	??	
	Review the Strat plan	Board/CEO	October 2021	Given to Board in Oct
	Performance review update	Board	October or November 2021	
	Board annual plan	Board/CEO	Spring 2022	
	Staff recognition	Beth/Kim/Board	October 21, 2021	<i>Done</i>
	2022 Budget	Board/CEO	October 13, 2021	<i>Done</i>
	2022 Budget – Break down salary increases due to wage	Kim	October 13, 2021	<i>Done</i>
	A review of the last 10 years presented to Council	Kim	October 19, 2021	<i>Done</i>
OCTOBER 13, 2021				

October 2021

	Write letter to Grey Highlands – contract discussion in Nov	Kim	October 2021	<i>Done</i>
	Fine Free policy	Kim	November 2021	
	COVID-19 vaccination policy for staff, volunteers	Kim/Board	November 2021	<i>Given to policy committee</i>
	Policy for participation in programs (double vaccination)	Kim/Board	November 2021	
	Change 2022 budget to include full time staff member	Kim	October 26, 2021	<i>Done</i>
	Check on WG patrons using Hanover	Kim	November 2021	<i>Done</i>

Friends of the Library
Minutes of the October 5, 2012 meeting
Durham Legion Club Room
271 Bruce St N
Durham, Ontario

Present: Lois Lockner, Judy MacDonald, Karen Mortimer, Elizabeth Hahn, Carol Domm, Cathay Turner, Carol Weigel, David Sugarman, Kim Storz, Pam Michels
Regrets: Marg Eckhardt

Meeting called to order at 7:00pm.

1. Minutes of June 3, 2021 were accepted as distributed.
2. Treasurer's report. Opening balance of \$4525.39. Closing balance of \$2406.89.
3. CEO's report by Kim.
 - Six Wifi hubs were purchased, three of which were from the Wish List. These are distributed between the three branches with four in Durham and one each in Ayton and Neustadt.
 - The Forest of Reading books from the Wish List, will be arriving in November and December.
 - The flooring is in and the library is now open to patrons.
 - There are two new staff members Trevor and Mandy.
4. Unfinished Business
 - The Children's Little Library is up on the property on the corner of Lambton St W and Countess St N. It was well used over the summer. A small number of children's books from the book sale was requested to keep on hand in case the library runs low.
 - Gr. 8 Awards
Gift cards were dropped off at Edge Hill, Spruce Ridge and St. Peter's and St. Paul's. A thank you was received from each of the schools.
A gift card was dropped off at Normandy School but no thank you has yet been received.

Anyone looking to take over this job for next year, let Lois know.

Book Sale

- October 22 & 23 Book Sale will be held at the Legion using the Legion's COVID requirements. They will provide someone to help manage this process.

Posters are ready for distribution and can be picked up at the library. Thanks to Kimm C. for her assistance. These can go up immediately as the book sale is only two weeks away.

A motion was made to purchase a small black and white promotional ad in The Post for \$175 plus tax. Motion made by David. Seconded by Judy. Carried.

We will make our own contact list which will include a "How did you hear about the

- book sale" column. This will be shared with the Legion for the purpose of contact tracing.

Elizabeth has prepared signs for outside.

In preparation, books will be loaded into a trailer provided by Cathy (and her husband). They will begin Thursday at Judy's at 2:00 pm. Cars may be left there to allow for carpooling. From there, they will proceed to Karen's to retrieve the remainder of the books. These will remain overnight in the trailer. The trailer will then deliver the books to the legion for unloading and set up at 9:00 am on Friday. The trailer will then return to the Legion at 4:00 pm on Saturday so the Legion can be cleared out by 5:00 pm.

Please note the times you have signed up for on the schedule.

Thanks, everyone for signing up to help.

5. New Business

- In June, Lois had sent a letter to the Ontario government asking if we needed to hold an AGM. The answer was that we do not have to hold an AGM.
- Christmas hamper books.
Marg will send out letters to publishers requesting books. Kayla at the library will help sort them by age grouping. Judy and Elizabeth assign them to families. Again this year, the books will remain unwrapped. Some of the leftover books will be used by the Children's Little Library.

The next meeting will be Friday, November 5, 2021, at 1:00. The location is yet to be determined.

Meeting adjourned at 8:21 pm.

West Grey Public Library

Policy Title: Evaluation of the CEO

Policy Number: GOV-09

1.0 Overview

It is the West Grey Public Library Board's responsibility to appoint a qualified and competent individual as the Chief Executive Officer (CEO) in accordance with the *Public Libraries Act*. The West Grey Public Library Board also oversees the performance of the CEO and supports the CEO's professional development objectives. As part of this responsibility the board and the CEO engage in annual performance appraisal, planning and review. It also ensures a mid-term progress meeting is conducted. This policy sets out the basis for the CEO evaluation process.

2.0 Framework

The West Grey Public Library Board has established a framework for the CEO evaluation process to assure:

- Consistency from year to year, from board to board, and between evaluation processes used by the West Grey Public Library Board and the Municipality of West Grey
- Success in meeting West Grey Public Library Board objectives
- Communication between the West Grey Public Library Board and the CEO
- Objective analysis of performance

The West Grey Public Library Board shall:

- Have a current written job description which outlines CEO responsibilities and job functions (refer to Appendix A)
- Develop a Performance Appraisal Form (refer to Appendix B)
- Develop, with the CEO, annual performance objectives based on the current strategic priorities of the West Grey Public Library Board
- Develop, with the CEO, key milestones for the annual evaluation cycle
- Evaluate CEO performance based on the job description, progress toward achieving performance objectives and compliance with West Grey Public Library Board policies
- On completion of the review, the West Grey Public Library Board Chair/Vice Chair shall meet with the CEO to review the evaluation

The CEO is responsible for their own performance and is entitled to know:

- The performance expected of the CEO
- How the CEO is performing
- The resources available to the CEO to attain the expected performance

West Grey Public Library

Policy Title: Evaluation of the CEO

Policy Number: GOV-09

Competencies on which the CEO is evaluated may include, but not be limited to:

- a) Library Knowledge
- b) General Management
- c) Human Resource Management
- d) Community Relationship Management
- e) Vision Building
- f) Communication with West Grey Public Library Board, West Grey Municipality staff, library partners and the general public

The CEO's performance will be evaluated after the first six months for a new hire, and annually thereafter.

3.0 Evaluation Process

The West Grey Public Library Board shall advise the CEO at the start of the annual cycle as to potential sources of information it may consider as part of the evaluation process. This process shall commence in April and be discussed by the board at the May board meeting each year. A follow-up meeting with chair and/or vice chair and CEO will be held shortly afterwards. A letter from the West Grey Public Library Board Chair will notify the West Grey Municipality.

The procedure for completing the annual evaluation report is as follows:

- a) The CEO shall submit a report to the West Grey Public Library Board outlining the outcomes of the previous year's performance objectives at the April board meeting
- b) The West Grey Public Library Board and the CEO shall complete the Performance Appraisal Form individually
- c) The West Grey Public Library Board will meet in camera at the May West Grey Public Library Board meeting without the CEO to discuss the appraisal and then vote to ratify the CEO evaluation and performance objectives
- d) The West Grey Public Library Board Chair and/or Vice Chair shall meet with the CEO to discuss the evaluation and to establish the performance and developmental objectives for the next year
- e) The West Grey Public Library Board Chair will send a letter to the CAO of the Municipality of West Grey before June 30

In the event that the CEO's performance needs improvement, the West Grey Public Library Board shall clearly state where progress must be made and shall:

- Offer training and/or mentoring opportunities to address specific issues
- Re-evaluate the performance of the CEO in six months

West Grey Public Library

Policy Title: Evaluation of the CEO

Policy Number: GOV-09

If the CEO's performance has still not improved to meet the requirements of the position, then the West Grey Public Library Board will consider the next course of action, in conjunction with municipal human resource policies

If the West Grey Public Library Board is unable to reach a consensus on the CEO's performance, or the CEO wishes to appeal the evaluation, then the matter shall be referred to the West Grey Public Library Board Chair for further action.

Revised: July 14, 2019 Approved:

West Grey Public Library

Policy Title: Evaluation of the CEO

Policy Number: GOV-09

Appendix A – CEO Job Description

West Grey Public Library

Job Title: Chief Executive Officer (CEO)

Responsible to: West Grey Public Library Board

1.0 Job Summary

Reporting to the West Grey Public Library Board, the CEO of the library is responsible to the board for the administration, organization and planning of all library operations and services in accordance with policies established by the board; for advising the West Grey Public Library Board and making recommendations concerning new policies and services; for serving as treasurer to the West Grey Public Library Board; and serving as the West Grey Public Library Board's representative to the community, to professional organizations and to government agencies.

2.0 Duties and Responsibilities

2.1 As CEO of Library Services

According to the *Public Libraries Act, R.S.O. 1990, Chapter P.44, Section 15 (2)*: "A board shall appoint a Chief Executive Officer (CEO) who shall have general supervision over and direction of the operations of the public library and its staff, shall attend all board meetings, and shall have other powers and duties that the board assigns from time to time."

Policy

- Carries out West Grey Public Library Board policies and directives
- Advises the West Grey Public Library Board on matters of policy. Recommends policies to meet the goals and objectives of the library and to meet the needs of the community for library services and facilities
- Reviews existing policies and recommends changes or additions
- Coordinates and participates in long-term planning in conjunction with the West Grey Public Library Board

Programs and Services

- Develops procedures for the implementation of West Grey Public Library Board policies and directives
- Plans, organizes, directs, and evaluates library programs and services and allocates resources to ensure the effective and efficient operation of the library
- Orders supplies, furnishings and equipment

West Grey Public Library

Policy Title: Evaluation of the CEO

Policy Number: GOV-09

- Selects and acquires materials for the library collection
- Ensures that the collection is properly maintained and organized and that an effective collection control system is in place
- Prepares and presents a monthly report of the library's activities, monthly statistics, and items of concern or interest to the West Grey Public Library Board
- Prepares and distributes an annual report

Personnel

- Establishes and maintains personnel practices and directs the hiring, training and development, performance appraisal, salary administration, discipline, and dismissal of staff, in accordance with provincial and federal legislation
- Recommends salary administration policies to the Municipality of West Grey
- Advises the West Grey Public Library Board on staffing requirements
- Acts as a liaison between staff and the West Grey Public Library Board
- Prepares work and vacation schedules and authorizes leaves of absence

Finance

- Directs the financial administration of the West Grey Public Library to ensure cost-effectiveness of services and operations
- Prepares and administers the operating and capital budgets (monthly and annually) of the library and provides the West Grey Public Library Board with financial statements and other financial reports.
- Makes applications for and administers special grants

Public Relations

- Plans, coordinates, and conducts an on-going public relations program to inform the public about the library and its services
- Acts as a liaison with other community organizations
- Interacts with the public to resolve problems and complaints, and review suggestions

Other

- Ensures appropriate record keeping and retrieval systems are in place and maintained for all policies, minutes, financial and other records
- If no West Grey Public Library Board member has been voted in as secretary, the CEO will perform the duties of Secretary to the board in accordance with the current *Public Libraries Act*
- In conjunction with the Municipality of West Grey Finance Department, performs the duties of the Treasurer, in accordance with the current *Public Libraries Act*

West Grey Public Library

Policy Title: Evaluation of the CEO

Policy Number: GOV-09

- Oversees the operation and maintenance of the library's physical facilities and capital equipment, and oversees the correction of Health & Safety issues of the library
- Keeps abreast of new developments in the field of librarianship, and changes in municipal, provincial, and federal legislation
- Acts as a liaison with the Southern Ontario Library Service, the Ontario Library Association, the Federation of Ontario Public Libraries and the Ministry of Tourism, Culture, and Sport
- Acts as the Freedom of Information Officer for the library in accordance with the Municipal Freedom of Information and Protection of Privacy Act

Experience, Skills and Attributes Required

- 1) Library Technician Diploma, or Certificate in Managing Small Public Libraries (APPL) and/or a suggested minimum of 2-4 years of progressively responsible supervisory experience in a library setting
- 2) Experience in operational planning and management
- 3) Ability to maintain and enhance community partnerships
- 4) Demonstrated success in motivating staff and in establishing good internal communications and staff engagement; ability to delegate
- 5) Strong communication and collaboration abilities to maintain excellent relationships between the library and its various stakeholders
- 6) Good business management and public library administration skills
- 7) Experience in the public library environment at the senior management level



Digital Services Coordinator



Position Synopsis and Purpose

(A position overview and how it connects to the big picture)

Reporting to the CEO, The Digital Services Coordinator is responsible for monitoring technology trends and translating them into a timely opportunity for the library. Is responsible for virtual spaces and the library management system, IT planning and technical training and support of Library Staff. Will be responsible to plan and deliver programs & services in co-operation with the Child & Youth Librarian and Communication & Programming Coordinator, operate and backup the circulation desk for specified shifts, and assist the CEO when needed.



Major Responsibilities

(What this position does and how they allocate their time)

Description	Approx. Time Spent (%)
Virtual Spaces <ul style="list-style-type: none">Manage and develop website, directing library patrons to all collections, services, and programs of the library.Manage, enhance, and expand the library's digital service offerings and initiatives such as electronic resources and databases, selection of vendors, product management.Coordinate promotion of electronic resources and databases with the Adult Services Librarian and Library Assistants	30%
Technology <ul style="list-style-type: none">Organize and/or provide digital and technical support and training to staffAct as the initial staff support for public library systems including software, hardware, and ILS (Integrated Library System) system settings, upgrades, and integration of resources.Provide direction with respect to the appropriate library software/hardware to purchase/acquire throughout the systemProvide technical support and assistance to staff in the day-to-day operations and management of the current ILSCreate, review, and evaluate the Technology Plan as requiredMake recommendations for policy relating to digital services such as technology.	35%

	Approx. Time Spent (%)
Programming <ul style="list-style-type: none"> ▪ Provide community development and outreach regarding digital library services and virtual spaces. ▪ Collaborating with the appropriate staff member, create and provide STEAM, Maker Space programming. ▪ Oversee/Organize computer training/support to public including the planning and delivery of technology workshops. 	15%
Customer Service <ul style="list-style-type: none"> ▪ Creates and ensures accuracy and currency of members' personal records; ▪ Delivers excellent customer service, which includes responding in a timely and professional manner to concerns or suggestions; ▪ Provides in-depth information and readers' advisory services to the public in person, by telephone and electronically; ▪ Instructs the public and staff in the use of the catalogue and the Library's other online resources (e.g. website, databases); ▪ Issues library cards to new patrons; input patron information into the library automation system and provide orientation to the library's services and procedures; ▪ Responsible for maintaining the privacy of personal information and borrowing records of patrons in accordance with privacy legislation; ▪ Responds to complaints, identifies problems and consults with appropriate staff for corrective actions and solutions; ▪ Understands and explains the Library's rules, regulations, collections and services; ▪ Relieves at other branches as directed; ▪ Complies with policies and procedures of the West Grey Public Library Board; 	15%
Other <ul style="list-style-type: none"> ▪ Opens and secures building and performs minor janitorial duties where required; ▪ Attends regular staff and training meetings; 	5%

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Decision Making and Independence

(Description of types of decision making and independence)

1. List up to 3 examples of the types of decisions that are made or issues/situations that are dealt with on a regular basis and how judgement is used to resolve them.
 - Program ideas to showcase trends in technology – research
 - Purchasing plan – have a plan to showcase technology or e-resources that should be purchased and provide to CEO for approval
 - Prepare a Tech plan
2. List up to 3 examples of situations or problems that are referred to the supervisor for direction or resolution.
 - Purchase new e-resources or technology
 - Unresolved technology issue (koha not responding)



Required Training

(Description of training required in order to perform the major responsibilities)

*Attends training, workshops and seminars where appropriate and as required

First Aid and CPR training

AODA, WHMIS and similar government-mandated training

Training, workshops and seminars where appropriate and as required, to develop and maintain currency in technology trends and skills



Minimum Qualifications

(Absolutely cannot do without)

Education (degree/diploma/certifications)

- Minimum post-secondary diploma

Experience

- Demonstrated advanced computer, internet, and current technology skills
- Demonstrated experience instructing others in the use of technologies and digital resources
- Minimum one year of experience working in a public library or tech related field



Knowledge/Skill/Ability

- Experience implementing programs in a public service environment
- Excellent interpersonal, customer, team building and communication skills
- Knowledge of emerging trends and developments in technology
- Strong problem solving, decision making, and organizational skills



Preferred Qualifications (The Ideal Candidate)

Education (degree/diploma/certifications)

- Minimum post-secondary diploma in a library or technology related field

Experience

- Demonstrated advanced computer, internet, and current technology skills
- Demonstrated experience instructing others in the use of technologies and digital resources
- Minimum one to two years of experience working in a public library or tech related field

Knowledge/Skill/Ability

- Experience implementing programs in a public service environment
- Excellent interpersonal, customer, team building and communication skills
- Knowledge of emerging trends and developments in technology
- Strong problem solving, decision making, and organizational skills



Work Setting (Description of the work environment and nature of people interactions)

Contacts

Frequency Legend
Constant – every day for most of the day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly



Contact	Frequency	Nature of Interaction
Patrons, guests	constant	Circulation desk, patrons' accounts, directing visitors/guests, program participants, training on tech,
Colleagues	Frequent/regular	Consulting, conferring, decision-making
Supervisor (CEO)	frequent	Consulting, conferring, decision-making
Volunteers	regular	Collegial contact
Program facilitators	occasional	Confirming logistics, scheduling

Work Conditions/Physical/Mental Effort

Please check off all that apply

Frequency Legend
Constant – every day for most of the day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

1. Hours of Work

Normal (i.e. 8:30 am – 4:30 pm, Monday to Friday)	<input checked="" type="checkbox"/>
Evenings/Weekends	<input checked="" type="checkbox"/>
On-Call	<input checked="" type="checkbox"/>
Over-time (How often? Expand below)	<input type="checkbox"/>

Examples:

Coverage of the circulation desk likely if someone is off or ill. Evenings and weekends required. Hours 9-7pm depending on the day and shift required.



2. Work Environment

	Constant	Frequent	Regular	Occasional	Percentage
Indoors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100 %
Outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	%
					=100%
Attend internal/external meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	%
Time spend travelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	%
Frequency of interruptions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-
Interaction with irate/aggressive clients/customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-

Examples:

Interaction with irate customers if on the desk shift. Staff meetings every other month.

3. Hazards

	Constant	Frequent	Regular	Occasional
Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dirt, Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hazardous chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disagreeable weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examples:

Work is performed indoors at a library branch. Hazards would be very occasional.

4. Physical Requirements

	Constant	Frequent	Regular	Occasional
Operating and/or maintaining vehicles and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Requirement to lift objects (list max weight)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing and/or pulling objects to complete tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PPE worn on a regular basis (list type):				
• Masks at this time 2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
•	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Types of tools used (list type):				
• Computer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Printer/fax/scanner; patron's device	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
•	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examples:

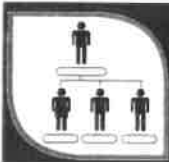
Tech tools primary to job
Training patrons and staff on technology
PPE to be worn during COVID

5. Mental Requirements

	Constant	Frequent	Regular	Occasional
Requires awareness of surroundings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual effort required on a concentrated basis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requirement to listen attentively	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examples:

Interactions with patrons and staff



Position Classification (Where this position fits)

Position Title: Digital Services Coordinator	Division:
Department: Library	Classification:
Work Location: Durham branch	Reports to (Direct): CEO/Chief Librarian
Position(s) Supervised Directly: n/a	Position(s) Supervised Indirectly: pages or volunteers
Effective Date:	Revision Date:
Salary Range:	Hours per Week: 35



Organizational Chart

List the reporting relationship of this position to others within the immediate department.

