

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

December 8, 2021, 7pm

1. Call to Order
2. Approval of Agenda

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

3. Declaration of Pecuniary Interest or Conflict of Interest
4. Correspondence
5. Consent Agenda
 - a. Adopt previous minutes – November 10, 2021
 - b. Accounts Payable – A/P Voucher V11 - \$10,996.93Recommendation: 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 discussion and recap
 - b. Grey Highlands Library Service Contract up for renewal
 - c. Land acknowledgement

West Grey Public Library Board Minutes

November 10, 2021

West Grey Public Library - Virtual

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

Absent: Beth Hamilton

Call to Order

The Chair called the meeting to order at 7:06 pm

Moved by Boyde Colwell and seconded by Liz Murray it hereby be resolved that the West Grey Public Library Board approve the agenda as written.

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

Correspondence

None

Consent Agenda

- a. Adopt previous minutes - October 2021
- b. Accounts Payable - October 2021

Moved by Stephen Townsend and seconded by Boyde Colwell THAT 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

It's too early to tell if the new hours are being utilized. They might need to be changed from time to time.

Friends book sale was a success and raised approximately \$2,000.00.

Moved by Elizabeth Murray and seconded by Boyde Colwell to receive the Librarian's Report for October 2021.

Motion carried.

West Grey Public Library Board Minutes

November 10, 2021

West Grey Public Library - Virtual

Contract with Grey Highlands Library open for discussion.

CEO to call Grey Highlands Library CEO for extension of the contract for a two-year period rather than previous five years to allow time for West Grey Public Library to ascertain best agreements for West Grey residents with Libraries on all its borders; Wellington North, Hanover, and Southgate as well as Grey Highlands.

Moved by Elizabeth Murray and by Stephen Townsend THAT the CEO discuss a two year rather than five-year contract with Grey Highlands Library CEO.

Motion carried.

Report from Councillors

Stephen Townsend described a conversation on conflict of interest when a Councillor is also a Board Member that took place on the OLS Webinar just prior to this Board meeting. He referenced the value of the Integrity Commissioner for clarity on such issues.

Other business

Michele Humphrey proposed changes to the language in the CEO evaluation to read *performance consistently exceeded expectations*.

Above expectations was added to GOV 09

Moved by Michele Humphrey and seconded by Stephen Townsend THAT the above changes be made to CEO evaluation (GOV09).

Motion carried.

Discussion on integrating a statement of recognition was brought forward by Michele Humphrey, was deferred until the December meeting to allow further thought and discussion before a decision is made.

Kim will distribute a map showing First Nations' lands in Ontario and discussion will continue at December Board Meeting.

Moved by Michele Humphrey and seconded by Elizabeth Murray THAT the discussion on integrating land acknowledgement language into Board meetings be deferred to December Board Meeting.

Motion carried

West Grey Public Library Board

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

8. Report from Council members'
9. Other business
 - a. April meeting
 - b. 2022 OLA Super Conference – Feb 1 - Feb 5, 2022
10. Open Discussion (15 min)
11. Next Meeting – Wednesday January 12, 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

November 10, 2021

West Grey Public Library – Virtual

Next meeting: 8 December 2021, 7:00 pm via ZOOM**Adjournment:** Motion to adjourn at 8:45 pm moved by Boyde Colwell

DRAFT

MUNICIPALITY OF WEST GREY
LIBRARY - WEST GREY



GL5410

Date : Dec 01, 2021

Page : 1

Time : 2:05 pm

For Period Ending 31-Dec-2021

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
LIBRARY				
OPERATING REVENUES				
Transfer from Reserves	0.00	(6,000.00)	(6,000.00)	0.00
Grants Province	(24,190.00)	(24,190.00)	0.00	100.00
West Grey Levy	(382,150.00)	(382,150.00)	0.00	100.00
Interest Revenue	(22.98)	0.00	22.98	0.00
Prov Revenue - Connectivity	(695.70)	(800.00)	(104.30)	86.96
Donations	(3,459.67)	0.00	3,459.67	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	(411,434.57)	(416,890.00)	(5,455.43)	98.69
OPERATING EXPENSES				
Wages	218,892.80	258,633.00	39,740.20	84.63
Benefits	44,059.28	55,107.00	11,047.72	79.95
Materials & Supplies	2,244.66	1,500.00	(744.66)	149.64
Office Supplies	1,468.49	1,000.00	(468.49)	146.85
Volunteer Recognition	1,045.67	300.00	(745.67)	348.56
General Memberships	210.00	400.00	190.00	52.50
Advertising	1,169.36	1,000.00	(169.36)	116.94
Building Maintenance	3,703.17	5,000.00	1,296.83	74.06
Mileage/Courier	556.61	1,000.00	443.39	55.66
Copier Lease	1,475.50	1,800.00	324.50	81.97
Program Development	3,653.38	2,500.00	(1,153.38)	146.14
ILLO Expense	240.56	700.00	459.44	34.37
Overdrive/E-Books	6,476.31	4,000.00	(2,476.31)	161.91
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	3,088.18	4,000.00	911.82	77.20
Book Processing Fee	3,126.04	3,000.00	(126.04)	104.20
Books	22,867.50	24,000.00	1,132.50	95.28
Videos	662.00	1,000.00	338.00	66.20
Periodicals	545.48	1,000.00	454.52	54.55
Conference/Training	2,057.21	4,000.00	1,942.79	51.43
Security	1,287.54	1,400.00	112.46	91.97
Library Board	0.00	3,400.00	3,400.00	0.00
Total OPERATING EXPENSES	328,786.79	385,840.00	57,053.21	85.21
BRANCH EXPENSES				
ELMWOOD BRANCH EXPENSES	111.86	50.00	(61.86)	223.72
NEUSTADT BRANCH EXPENSES	6,075.93	7,200.00	1,124.07	84.39
NORMANBY BRANCH EXPENSES	4,928.23	7,300.00	2,371.77	67.51
DURHAM BRANCH EXPENSES	14,306.01	16,500.00	2,193.99	86.70
Total BRANCH EXPENSES	25,422.03	31,050.00	5,627.97	81.87
Total LIBRARY	(57,225.75)	0.00	57,225.75	0.00

MUNICIPALITY OF WEST GREY
LIBRARY - WEST GREY



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Date : Dec 01, 2021

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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	(24,190.00)	(24,190.00)	0.00	100.00
Total Grants Province	(24,190.00)	(24,190.00)	0.00	100.00
West Grey Levy				
2-4-0900-5302 Grants/Levies West Grey	(382,150.00)	(382,150.00)	0.00	100.00
Total West Grey Levy	(382,150.00)	(382,150.00)	0.00	100.00
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	(1,244.12)	0.00	1,244.12	0.00
2-4-5000-5350 Lib. Brd Rev.-Child.Prog. Donations	(230.00)	0.00	230.00	0.00
Total Donations	(3,459.67)	0.00	3,459.67	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	(411,434.57)	(416,890.00)	(5,455.43)	98.69
OPERATING EXPENSES				
Wages				
2-5-4000-1010 Lib Wages Durham	218,892.80	258,633.00	39,740.20	84.63

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 %
LIBRARY				
Total Wages	218,892.80	258,633.00	39,740.20	84.63
Benefits				
2-5-4000-1015 Lib Benefits Durham	44,059.28	55,107.00	11,047.72	79.95
Total Benefits	44,059.28	55,107.00	11,047.72	79.95
Materials & Supplies				
2-5-4000-2010 Lib Durham FOL Supplies	809.00	0.00	(809.00)	0.00
2-5-4000-2029 Library COVID Expenses	1,435.66	1,500.00	64.34	95.71
Total Materials & Supplies	2,244.66	1,500.00	(744.66)	149.64
Office Supplies				
2-5-4000-2011 Lib Office Supplies Durham	1,468.49	1,000.00	(468.49)	146.85
Total Office Supplies	1,468.49	1,000.00	(468.49)	146.85
Volunteer Recognition				
2-5-4000-2012 Volunteer Recognition Durham	1,045.67	300.00	(745.67)	348.56
Total Volunteer Recognition	1,045.67	300.00	(745.67)	348.56
General Memberships				
2-5-4000-2020 Lib General Memberships	210.00	400.00	190.00	52.50
Total General Memberships	210.00	400.00	190.00	52.50
Advertising				
2-5-4000-2013 Lib Advertising Durham	1,169.36	1,000.00	(169.36)	116.94
Total Advertising	1,169.36	1,000.00	(169.36)	116.94
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	3,570.88	5,000.00	1,429.12	71.42
Total Building Maintenance	3,703.17	5,000.00	1,296.83	74.06
Mileage/Courier				
2-5-4000-2021 Courier Mileage/Compensation	556.61	1,000.00	443.39	55.66
Total Mileage/Courier	556.61	1,000.00	443.39	55.66
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	3,653.38	2,500.00	(1,153.38)	146.14
Total Program Development	3,653.38	2,500.00	(1,153.38)	146.14
ILLO Expense				
2-5-4000-2019 Lib ILLO Expense	240.56	700.00	459.44	34.37
Total ILLO Expense	240.56	700.00	459.44	34.37
Overdrive/E-Books				
2-5-4000-2026 Library - Overdrive/e-books	6,476.31	4,000.00	(2,476.31)	161.91

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 %
LIBRARY				
Total Overdrive/E-Books	6,476.31	4,000.00	(2,476.31)	161.91
KOHA Support				
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
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
Autotmaton - Patrons				
2-5-4000-2036 Library- Photocopies, Database, Webs	3,088.18	4,000.00	911.82	77.20
Total Autotmaton - Patrons	3,088.18	4,000.00	911.82	77.20
Book Processing Fee				
2-5-4000-2043 Lib. Durham Book Processing Fees	3,126.04	3,000.00	(126.04)	104.20
Total Book Processing Fee	3,126.04	3,000.00	(126.04)	104.20
Books				
2-5-4000-2044 Lib Purchase Books Durham	22,867.50	24,000.00	1,132.50	95.28
Total Books	22,867.50	24,000.00	1,132.50	95.28
Videos				
2-5-4000-2045 Lib DVDs Durham	662.00	1,000.00	338.00	66.20
Total Videos	662.00	1,000.00	338.00	66.20
Periodicals				
2-5-4000-2046 Lib Periodicals Durham	545.48	1,000.00	454.52	54.55
Total Periodicals	545.48	1,000.00	454.52	54.55
Conference/Training				
2-5-4000-2077 Lib Durham Conference/Training	2,057.21	4,000.00	1,942.79	51.43
Total Conference/Training	2,057.21	4,000.00	1,942.79	51.43
Security				
2-5-4000-2051 Library - Security Expense	1,287.54	1,400.00	112.46	91.97
Total Security	1,287.54	1,400.00	112.46	91.97
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	328,786.79	385,840.00	57,053.21	85.21
BRANCH EXPENSES				
ELMWOOD BRANCH EXPENSES				
2-5-1000-2016 Lib Telephone/Fax Elmwood	111.86	50.00	(61.86)	223.72

MUNICIPALITY OF WEST GREY
LIBRARY - WEST GREY



GL5410

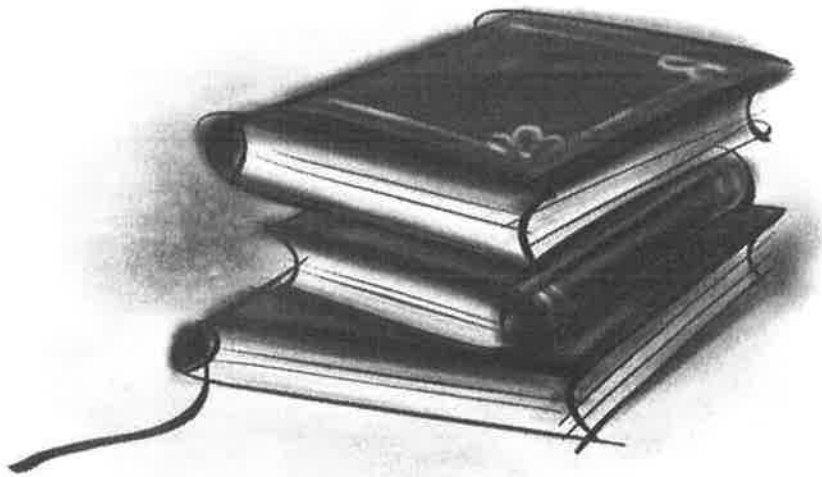
Date : Dec 01, 2021

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Time : 2:05 pm

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For Period Ending 31-Dec-2021

	CURRENT	CURRENT	VARIANCE \$	VARIANCE %
	YEAR TO DATE	BUDGET		
LIBRARY				
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
2-5-2000-2014 Lib Utilities Hydro Neustadt	506.25	1,500.00	993.75	33.75
2-5-2000-2016 Lib Telephone/Fax Neustadt	258.91	400.00	141.09	64.73
2-5-2000-2017 Lib Internet Neustadt	772.87	800.00	27.13	96.61
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	389.74	300.00	(89.74)	129.91
2-5-2000-3011 Lib Contract Labour Neustadt	0.00	600.00	600.00	0.00
Total NEUSTADT BRANCH EXPENSES	6,075.93	7,200.00	1,124.07	84.39
NORMANBY BRANCH EXPENSES				
2-5-3000-2008 Lib Utilities Water/Sewer Normanby	94.50	100.00	5.50	94.50
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	914.13	1,800.00	885.87	50.79
2-5-3000-2016 Lib Telephone/Fax Normanby	257.76	400.00	142.24	64.44
2-5-3000-2017 Lib Internet Normanby	772.87	800.00	27.13	96.61
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	234.04	600.00	365.96	39.01
2-5-3000-3011 Lib Contract Labour Normanby	0.00	600.00	600.00	0.00
Total NORMANBY BRANCH EXPENSES	4,928.23	7,300.00	2,371.77	67.51
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	2,502.41	3,000.00	497.59	83.41
2-5-4000-2016 Lib Telephone/Fax Durham	1,114.69	1,500.00	385.31	74.31
2-5-4000-2017 Lib Connectivity/Internet	2,987.68	2,200.00	(787.68)	135.80
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	468.07	1,500.00	1,031.93	31.20
2-5-4000-3011 Lib Durham Contract Wages	4,385.78	5,000.00	614.22	87.72
Total DURHAM BRANCH EXPENSES	14,306.01	16,500.00	2,193.99	86.70
Total BRANCH EXPENSES	25,422.03	31,050.00	5,627.97	81.87
Total LIBRARY	(57,225.75)	0.00	57,225.75	0.00



MUNICIPALITY OF WEST GREY

LIBRARY BOARD MEETING

Wednesday, Dec. 08th, 2021

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A/P VOUCHER 2021

November V11 - \$10,996.93

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



AP5130

Page : 1

Date : Nov 30, 2021

Time : 2:49 pm

Vendor : @HO00001 To ZZZ91192

Batch : 292 To 292

Department : All

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

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

2021-0973 LIB Oct. 7+14 grass cutting at Library (2 each)						292 19-Nov-2021	19-Nov-2021	
2-5-2000-2050 Lib Neustadt Lot/Grass Maintenance								22.60
Department Totals :								22.60

DEPARTMENT 3000 Library Expense Normanby

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

2021-0973 LIB Oct. 7+14 grass cutting at Library (2 each)						292 19-Nov-2021	19-Nov-2021	
2-5-3000-2050 Lib Nby Lot/Grass Maintenance								22.60

SGS12007 SGS LAKEFIELD RESEARCH LTD

11460795 LIB Oct. 25 water testing @ 610 Alfred Str Ayton - Library portion						292 19-Nov-2021	19-Nov-2021	
2-5-3000-2008 Lib Utilities Water/Sewer Normanby								11.67
Department Totals :								34.27

DEPARTMENT 4000 Library Expense Durham

BED00001 BEDDOE MALCOLM

NOV. 2021 A Reimburse: Oct. 13 Zehrs - cards						292 19-Nov-2021	19-Nov-2021	
2-5-4000-2012 Volunteer Recognition Durham								13.20

NOV. 2021 B Reimburse: Oct. 19 Foodland - fruit trays, etc						292 19-Nov-2021	19-Nov-2021	
2-5-4000-2012 Volunteer Recognition Durham								107.33

COL00005 COLOUR PIX

3509 Program: Grey Cty Reads on SouthGrey.ca 2021-2022						292 19-Nov-2021	19-Nov-2021	
2-5-4000-2023 Program Development Durham								146.90

ENV00001 ENVISIONWARE INC

INV-US-55303 Subscription renewal - 12 mths						292 19-Nov-2021	19-Nov-2021	
2-5-4000-2036 Library- Photocopies, Database, Website								845.00

EXC05059 EXCEL BUSINESS SYSTEMS

431363 October copier read @ Durham Library (2465)						292 19-Nov-2021	19-Nov-2021	
2-5-4000-2036 Library- Photocopies, Database, Website								69.10

HAM00008 HAMILTON BETH

12705 Reimburse: Oct. 8 Colour Jar - notebooks, pens						292 19-Nov-2021	19-Nov-2021	
2-5-4000-2012 Volunteer Recognition Durham								15.19

NOV. 2021 A Reimburse: Oct. 16 Owen Sound Artists Co-Op - Van Veen art						292 19-Nov-2021	19-Nov-2021	
2-5-4000-2012 Volunteer Recognition Durham								65.54

NOV. 2021 B Reimburse: Oct. 16 Owen Sound Mill Creek Chocolates						292 19-Nov-2021	19-Nov-2021	
2-5-4000-2012 Volunteer Recognition Durham								30.50

NOV. 2021 C Reimburse: Oct. 16 All Things'T' - teas						292 19-Nov-2021	19-Nov-2021	
2-5-4000-2012 Volunteer Recognition Durham								40.22

NOV. 2021 D Reimburse: Oct. 8 Atelier 522 - wreaths, garlic braid, garden trowel, etc						292 19-Nov-2021	19-Nov-2021	
2-5-4000-2012 Volunteer Recognition Durham								300.58

HOL08022 HOLST OFFICE PRO.

J7221 Library - laminator + pouches COVID						292 19-Nov-2021	19-Nov-2021	
2-5-4000-2029 Library COVID Expenses								503.91

KAN00001 KANOPY INC

269825-PPU October 'Play Credits': 47						292 19-Nov-2021	19-Nov-2021	
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MUNICIPALITY OF WEST GREY

Council/Board Report By Dept-(Computer)



AP5130

Page : 2

Date : Nov 30, 2021

Time : 2:49 pm

Vendor : @HO00001 To ZZZ91192

Batch : 292 To 292

Department : All

Cheque Print Date : 01-Nov-2021 To 30-Nov-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			
DEPARTMENT 4000				Library Expense Durham			
2-5-4000-2026				Library - Overdrive/e-books			126.00
LIB00002				LIBRARY SERVICES CENTRE			
603326				Apr. 16 book order / proc charges	292 19-Nov-2021	19-Nov-2021	
2-5-4000-2043				Lib. Durham Book Processing Fees			8.14
2-5-4000-2044				Lib Purchase Books Durham			34.02
608038				July 16 book order / proc charges	292 19-Nov-2021	19-Nov-2021	
2-5-4000-2043				Lib. Durham Book Processing Fees			10.85
2-5-4000-2044				Lib Purchase Books Durham			32.12
612913				Oct. 15 book order / proc charges	292 19-Nov-2021	19-Nov-2021	
2-5-4000-2043				Lib. Durham Book Processing Fees			59.66
2-5-4000-2044				Lib Purchase Books Durham			265.16
613272				Oct. 22 book order / proc charges	292 19-Nov-2021	19-Nov-2021	
2-5-4000-2043				Lib. Durham Book Processing Fees			51.52
2-5-4000-2044				Lib Purchase Books Durham			121.91
613722				Oct. 29 book order / proc charges	292 19-Nov-2021	19-Nov-2021	
2-5-4000-2043				Lib. Durham Book Processing Fees			13.56
2-5-4000-2044				Lib Purchase Books Durham			78.54
614091				Nov. 5 book order / proc charges	292 19-Nov-2021	19-Nov-2021	
2-5-4000-2043				Lib. Durham Book Processing Fees			43.38
2-5-4000-2044				Lib Purchase Books Durham			223.86
614574				Nov. 12 book order / proc charges	292 19-Nov-2021	19-Nov-2021	
2-5-4000-2043				Lib. Durham Book Processing Fees			86.78
2-5-4000-2044				Lib Purchase Books Durham			431.31
PER00003				PERFECT PEN & STATIONERY			
100886715				Soft touch pens with rose gold trim - 300	292 19-Nov-2021	19-Nov-2021	
2-5-4000-2013				Lib Advertising Durham			387.48
PET03180				PETTY CASH - TREASURER			
NOV. 2021 A				Library: Costco - tape , open sign	292 19-Nov-2021	19-Nov-2021	
2-5-4000-2011				Lib Office Supplies Durham			27.96
NOV. 2021 B				Library: Oct. 13 Shoppers - cards	292 19-Nov-2021	19-Nov-2021	
2-5-4000-2012				Volunteer Recognition Durham			28.20
NOV. 2021 C				Library: Sept-Nov window cleaning	292 19-Nov-2021	19-Nov-2021	
2-5-4000-2015				Lib Bldg Maintenance Durham			120.00
NOV. 2021 D				Library: Sept. 9 mlg: 10kms Ayton to Neust M.Alexander	292 19-Nov-2021	19-Nov-2021	
2-5-4000-2021				Courier Mileage/Compensation			4.80
NOV. 2021 E				Library: Sept. 28 'Colour Jar' / Sept. 28 'Dollarama'	292 19-Nov-2021	19-Nov-2021	
2-5-4000-2023				Program Development Durham			19.21
ROB00006				ECKHARDT KAYLA			
NOV. 2021 A				Reimburse: Oct. 12 WalMart treats	292 19-Nov-2021	19-Nov-2021	
2-5-4000-2023				Program Development Durham			87.94
NOV. 2021 B				Reimburse: Oct. 12 Dollarama - tableclothes 13	292 19-Nov-2021	19-Nov-2021	
2-5-4000-2023				Program Development Durham			18.36
NOV. 2021 C				Reimburse: Oct. 11 Amazon.ca - glow stick bracelets	292 19-Nov-2021	19-Nov-2021	
2-5-4000-2023				Program Development Durham			81.90
S&19029				S & E LAWN CARE & SNOW REMOVAL LTD			
2021-0954				Durham Library cleaning contract services - October (4)	292 19-Nov-2021	19-Nov-2021	
2-5-4000-3011				Lib Durham Contract Wages			429.40
2021-0973				LIB Oct. 7+14 grass cutting at Library (2 each)	292 19-Nov-2021	19-Nov-2021	

MUNICIPALITY OF WEST GREY

Council/Board Report By Dept-(Computer)



AP5130

Page : 3

Date : Nov 30, 2021

Time : 2:49 pm

Vendor : @H000001 To ZZZ91192

Batch : 292 To 292

Department : All

Cheque Print Date : 01-Nov-2021 To 30-Nov-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			
DEPARTMENT 4000				Library Expense Durham			
2-5-4000-2050				Lib Durham Lot/Grass Maintenance			45.20
SUN00002 POSTMEDIA PAYMENT CENTRE							
589272 LIBR	Oct. 14th	Post Ad:	OCT	Book Sale	292 19-Nov-2021	19-Nov-2021	
2-5-4000-2010				Lib Durham FOL Supplies			220.36
SWA00003 SWAN DUST CONTROL							
5940953	Nov. 3 :	Durham Library mat rental			292 19-Nov-2021	19-Nov-2021	
2-5-4000-2015				Lib Bldg Maintenance Durham			21.47
WHI00003 WHITEHOTS INC							
3420293	Oct. 8	book order			292 19-Nov-2021	19-Nov-2021	
2-5-4000-2044				Lib Purchase Books Durham			649.65
3420297	Oct. 8	book order			292 19-Nov-2021	19-Nov-2021	
2-5-4000-2044				Lib Purchase Books Durham			111.91
3421307	Oct. 19	book order			292 19-Nov-2021	19-Nov-2021	
2-5-4000-2044				Lib Purchase Books Durham			480.29
3421308	Oct. 19	book order			292 19-Nov-2021	19-Nov-2021	
2-5-4000-2044				Lib Purchase Books Durham			30.65
3421311	Oct. 19	book order			292 19-Nov-2021	19-Nov-2021	
2-5-4000-2044				Lib Purchase Books Durham			118.11
3422212	Oct. 26	book order			292 19-Nov-2021	19-Nov-2021	
2-5-4000-2044				Lib Purchase Books Durham			228.91
3422214	Oct. 26	book order			292 19-Nov-2021	19-Nov-2021	
2-5-4000-2044				Lib Purchase Books Durham			147.70
3422215	Oct. 26	book order			292 19-Nov-2021	19-Nov-2021	
2-5-4000-2044				Lib Purchase Books Durham			364.11
3423124	Nov. 2	book order			292 19-Nov-2021	19-Nov-2021	
2-5-4000-2044				Lib Purchase Books Durham			286.36
3423125	Nov. 2	book order			292 19-Nov-2021	19-Nov-2021	
2-5-4000-2044				Lib Purchase Books Durham			15.61
3423126	Nov. 2	book order			292 19-Nov-2021	19-Nov-2021	
2-5-4000-2044				Lib Purchase Books Durham			32.27
3423688	Nov. 4	book order			292 19-Nov-2021	19-Nov-2021	
2-5-4000-2044				Lib Purchase Books Durham			307.80
3423690	Nov. 4	book order			292 19-Nov-2021	19-Nov-2021	
2-5-4000-2044				Lib Purchase Books Durham			73.53
3423691	Nov. 4	book order			292 19-Nov-2021	19-Nov-2021	
2-5-4000-2044				Lib Purchase Books Durham			20.99
3424591	Nov. 11	book order			292 19-Nov-2021	19-Nov-2021	
2-5-4000-2044				Lib Purchase Books Durham			414.57
3424593	Nov. 11	book order			292 19-Nov-2021	19-Nov-2021	
2-5-4000-2044				Lib Purchase Books Durham			78.10
3424595	Nov. 11	book order			292 19-Nov-2021	19-Nov-2021	
2-5-4000-2044				Lib Purchase Books Durham			212.93

Department Totals : 8,790.06

Computer Paid Total : 8,846.92

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



AP5130

Date : Nov 30, 2021

Page : 4

Time : 2:49pm

Vendor : @HO00001 To ZZZ91192
 Batch : 292 To 292
 Department : All

EFT Paid Date : 01-Nov-2021 To 30-Nov-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 2000 Library Expense Neustadt									
EAS00001	EASTLINK								
17403351 NEU	Neust. Library Phone/internet/			to Nov. 8		292	29-Nov-2021	29-Nov-2021	
2-5-2000-2016				Lib Telephone/Fax Neustadt					29.43
2-5-2000-2017				Lib Internet Neustadt					95.99
WES08001	WESTARIO POWER								
2104718099	Neust. Library hydro - Sept					292	29-Nov-2021	29-Nov-2021	
2-5-2000-2014				Lib Utilities Hydro Neustadt					49.52
Department Totals :									174.94

DEPARTMENT 3000 Library Expense Normanby									
EAS00001	EASTLINK								
17412775 AYT	AYton Library phone/internet/			to Nov. 11		292	29-Nov-2021	29-Nov-2021	
2-5-3000-2016				Lib Telephone/Fax Normanby					28.62
2-5-3000-2017				Lib Internet Normanby					95.99
HYD15021	HYDRO ONE NETWORKS INC.								
610 ALF NOV.21	610 Alfred Str, Ayton hydro to Oct. 23 (Lib portion)					292	26-Nov-2021	26-Nov-2021	
2-5-3000-2014				Lib Utilities Hydro Normanby					93.17
Department Totals :									217.78

DEPARTMENT 4000 Library Expense Durham									
CIB03019	CIBC CREDIT CARD SERVICES								
6065 OCT. 24/2	'Reconciliation: Indigenous Awareness' training online (8)					292	12-Nov-2021	12-Nov-2021	
2-5-4000-2077				Lib Durham Conference/Training					723.20
6065 OCT. 24/2	Apple i-Cloud storage to Oct. 24					292	12-Nov-2021	12-Nov-2021	
2-5-4000-2036				Library- Photocopies, Database, Website					1.46
6065 OCT. 24/2	www.1on1.com subscription - Oct					292	12-Nov-2021	12-Nov-2021	
2-5-4000-2036				Library- Photocopies, Database, Website					17.79
6065 OCT. 24/2	Oct. 15 Amazon.ca DVD order					292	12-Nov-2021	12-Nov-2021	
2-5-4000-2045				Lib DVDs Durham					55.84
6065 OCT. 24/2	Oct. 1 Amazon.ca book order					292	12-Nov-2021	12-Nov-2021	
2-5-4000-2044				Lib Purchase Books Durham					42.00
6065 OCT. 24/2	Oct. 2 Amazon.ca book credit					292	12-Nov-2021	12-Nov-2021	
2-5-4000-2044				Lib Purchase Books Durham					-1.91
6065 OCT. 24/2	Oct. 13 Amazon.ca book order					292	12-Nov-2021	12-Nov-2021	
2-5-4000-2044				Lib Purchase Books Durham					41.31
6065 OCT. 24/2	Canada Post Interlibrary delivery fee			Oct. 13-20		292	12-Nov-2021	12-Nov-2021	
2-5-4000-2019				Lib ILLO Expense					16.64
6065 OCT. 24/2	OLA membership - K.Storz					292	12-Nov-2021	12-Nov-2021	
2-5-4000-2020				Lib General Memberships					110.00
6065 OCT. 24/2	Food Network magazine subscription renewal					292	12-Nov-2021	12-Nov-2021	
2-5-4000-2046				Lib Periodicals Durham					57.15
6065 OCT. 24/2	Oct. 21 Amazon.ca DVD order					292	12-Nov-2021	12-Nov-2021	
2-5-4000-2045				Lib DVDs Durham					93.44
EAS00001	EASTLINK								
17403351 NEU	Neust. Library			security to Nov. 8		292	29-Nov-2021	29-Nov-2021	
2-5-4000-2051				Library - Security Expense					25.88
17412775 AYT	AYton Library			security to Nov. 11		292	29-Nov-2021	29-Nov-2021	

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



AP5130

Date : Nov 30, 2021

Page : 5

Time : 2:49pm

Vendor : @HO00001 To ZZZ91192
 Batch : 292 To 292
 Department : All

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

Vendor Code	Vendor Name									
Invoice No.	Description					Batch	Inv Date	Inv Due Date		
G.L. Account	CC1	CC2	CC3	GL Account Name					Amount	
DEPARTMENT 4000				Library Expense Durham						
2-5-4000-2051				Library - Security Expense					25.88	
17518524 D LIB	Durham Library phone/internet / security to Nov. 29					292	29-Nov-2021	29-Nov-2021		
2-5-4000-2051				Library - Security Expense					67.52	
2-5-4000-2016				Lib Telephone/Fax Durham					132.03	
2-5-4000-2017				Lib Connectivity/Internet					145.71	
HYD15021	HYDRO ONE NETWORKS INC.									
453 GARAF NO	Durham Library hydro to Oct. 21					292	08-Nov-2021	08-Nov-2021		
2-5-4000-2014				Lib Utilities Hydro Durham					203.35	
Department Totals :									1,757.29	

EFT Paid Total : 2,150.01

Total Unpaid for Approval :	0.00
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	8,846.92
Total EFT Paid for Approval :	2,150.01
Grand Total ITEMS for Approval :	10,996.93

Updates

Friends of the Library

- First book sale since early 2020 was very successful making just over \$2,300.

Staff

- Two students have been hired and will start December 2nd.
- A long-time staff member has given notice, her last day was at the end of November.
- Staff continue to assist with vaccination receipts, although the numbers have dwindled.

Fine Free

- Over 300 libraries in Canada have gone fine free
- Revenue from fines around \$1,250 a year
- Revenue is a small portion of the revenue
- Fines are a barrier, fine free makes it an equal playing field
- Increases donations to the library
- We will change our policies to increase contact via automated email when an item is overdue
- Accounts will be blocked once an item has been overdue after several days

Programming

- Virtual Art Show - for Ontario Public Library Week
 - collected photos of local artwork and made a virtual art show where the public could 'walk through' the gallery and view artwork.
 - 47 submissions of artwork from local artists of all ages
 - 270 views of virtual art show through YouTube or virtual art gallery website
- In November children's grab & go crafts were made and all 38 were taken within the first two weeks.
- Holiday goodies:
- Jolabokaflokkur: free chocolate to everyone who visits the library in December

November 2021

- Hygge kits: family gift bags with activities/treats to inspire coziness and contentment
- Partnership with Foodland is working well, now that it's underway - looking at spice club for 2022, in partnership with them
- Had donation from Larks Candles for Hygge bags – would like to formalize donation acknowledgements
- Take & make craft kits for adults have gone better than expected
- Punch Out Hunger with Durham Food Bank went well – donations continued into December, and overlapped with Tree Tag program
- Starting to look at oral history with West Grey elders (70+), particularly for homecoming
- Now have backgrounder documentation for partnerships, program strategy
- Have programming schedule for 2022

<i>BOARD MEETING</i>	<i>TASK/ACTION</i>	<i>RESPONSIBILITY</i>	<i>NOTES</i>	<i>COMPLETED</i>
	Personal Day Policy	CEO		
	MoU – to CAO	CEO	October 2021	<i>Council to request CAO to work with Library on the MoU</i>
SEPTEMBER 8, 2021				
	Succession planning – incl job description for Board	Board	Spring 2022	
	Grey Highlands agreement - discussion	Board	October 2021 – 1 or 2 year contract?	Postponed til December
	Discuss with CAO & Clerk upcoming selection of Board	CEO	Spring 2022	
	Modernize the Library	Board/CEO	<i>Date, how?</i>	
	Board annual plan	Board/CEO	Spring 2022	

November 2021

OCTOBER 13, 2021				
	Fine Free report	Kim	December 2021	<i>Done</i>
	COVID-19 vaccination policy for staff, volunteers	Kim/Board	November 2021	<i>Given to policy committee</i>
Nov 10, 2021				
	Ask for another board member	CEO	Email sent to Clerk	<i>Waiting for a response</i>
	Indigenous Statement	Board	Kim to share statement and policy with Board December 2021	<i>Postponed til December meeting</i>
	Development Charges	CEO	Inquire if \$ in development charges for operational review – Emailed Treasurer	Waiting for response

Contract for Library Services- 2022-2024

THE AGREEMENT MADE IN
DUPLICATE _____ DAY OF _____, 20

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 2022-2024 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

DATE

Chair, Grey Highlands Public Library Board

Option 1

F/T position removed
- \$53400

22

	2000	3000	4000	5000	2,022	2,021	\$\$ BUDGET	% BUDGET
	NEUSTADT	AYTON	DURHAM	BOARD	WGPL	Approved	CHANGE	CHANGE
REVENUE								
Development Charges	0	0	0		(6,000)	(6,000)	(6,000)	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)	0.00%
Provincial Grant (for automation)					0	0	0	#DIV/0!
Library Provincial Rev - Connectivity					(800)	(800)	(800)	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)	0.00%
Lib. Rev/Service Fee					(1,250)	(1,250)	(1,250)	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	(33,490)	(33,490)	(34,740)	1,250 -3.60%
EXPENDITURES								
Lib. Wages					284,591	284,591	258,633	25,958 10.04%
Lib. Benefits					57,505	57,505	55,107	2,398 4.35%
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	438,229	438,229	402,373	35,856
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	
TOTAL EXPENDITURES	7,902	7,902	19,502	0	473,535	433,023	40,512	9.36%
West Grey Library Levy	7,902	7,902	19,502	0	440,045	398,283	41,762	10.49%

Option 2

210 staff hrs

Dur 38 hours

AYT 5 hrs

NEU 12 hrs

Staff hrs
inc. to handle
some tech
cover Dur
desk
No long weekends

	2000	3000	4000	5000		2,022	2,021	\$ \$ BUDGET	% BUDGET
	NEUSTADT	AYTON	DURHAM	BOARD	WGPL		Approved	CHANGE	CHANGE
REVENUE									
Development Charges	0	0	0		(5,000)	(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!
TOTAL REVENUES	0	0	0	0	(32,490)	(33,490)	(34,740)	1,250	-3.60%

EXPENDITURES									
Lib. Wages					303,171	303,171	258,633	44,538	17.22%
Lib. Benefits					59,886	59,886	55,107	4,779	8.67%
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)					4,000	4,000	4,000	0	0.00%
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					20,000	20,000	24,000	(4,000)	-16.67%
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)					7,500	7,500	4,000	3,500	87.50%
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					3,500	3,500	4,000	(500)	-12.50%
Contracting library services GH					0	0	16,133	(16,133)	-100.00%
Municipal Admin. Costs					3,400	3,400	3,400	0	0.00%

0 0 0 0 439,057 439,057 402,373 36,684

Lib. Utilities Water/Sewer	600	100	700		1,400	1,400	0	0.00%
Lib. Utilities Heat	2,500	1,500	1,200		5,200	5,200	0	0.00%
Lib. Utilities Hydro	1,000	1,500	3,000		5,500	5,500	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.	500	500	1,500		2,500	2,400	100	4.17%
Lib. Contract Labour	600	600	5,000		6,200	6,200	0	0.00%

	8,002	7,002	19,502	0	34,506	29,850	4,656		
TOTAL EXPENDITURES	8,002	7,002	19,502	0	473,563	432,223	41,340	9.56%	
West Grey Library Levy	8,002	7,002	19,502	0	440,073	397,483	42,590	10.71%	

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option 3

205 staff hrs

Adj e-resources
No long weekends
Dur pre covid hrs 33
NEU pre covid hrs 12 hrs
Agt 8 hrs.

Staff hrs inc to
help staff -
more staff on
desk in Dur

	2000	3000	4000	5000		2,022	2,021	\$\$ BUDGET	% BUDGET
	NEUSTADT	AYTON	DURHAM	BOARD	WGPL		Approved	CHANGE	CHANGE
REVENUE									
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	0	(1,250)	1,250	-100.00%
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	-3.60%
EXPENDITURES									
Lib. Wages					297,488	297,488	258,633	38,855	15.02%
Lib. Benefits					59,211	59,211	55,107	4,104	7.45%
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, Digital Newspapers)					7,500	7,500	4,000	3,500	87.50%
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%
Municipal Admin. Costs					3,400	3,400	3,400	0	0.00%
	0	0	0	0	438,199	438,199	386,240	51,959	
Lib. Utilities Water/Sewer	600	100	700			1,400	1,400	0	0.00%
Lib. Utilities Heat	2,500	1,800	1,200			5,500	5,200	300	5.77%
Lib. Utilities Hydro	1,000	1,500	3,000			5,500	6,300	(800)	-12.70%
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.	500	500	1,500			2,500	2,400	100	4.17%
Lib. Contract Labour	500	500	5,000			6,000	6,000	0	0.00%
	7,902	7,202	19,502	0		34,606	30,450	4,156	
TOTAL EXPENDITURES	7,902	7,202	19,502	0		472,805	416,690	56,115	13.47%
West Grey Library Levy	7,902	7,202	19,502	0		439,315	381,950	57,365	15.02%

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