

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/86221386888?pwd=Z1E4d016ZElvVXlDQ2Z4anBOUmZzdz09>

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 862 2138 6888 and **Passcode:** 054057

Special Board Meeting Budget - Agenda

December 22, 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. Other business
 - a. Grey Highlands Contract
 - b. 2022 budget
5. Open Discussion (15 min)
6. Next Meeting – Wednesday January 12, 2022, 7pm
7. 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.

Option A

DUR 38
NEU 12

NO GH.

	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	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					307,478	307,478	258,633	48,845	18.89%	Staff added March not Jan
Lib. Benefits					60,552	60,552	55,107	5,445	9.88%	
Lib. Supplies					1,000	1,000	1,000	0	0.00%	Keep the same as 2021
Lib. ILLO					700	700	700	0	0.00%	
Lib. COVID supplies					1,500	1,500	1,500	0	0.00%	
Lib. Bldg. Supplies & Maintenance					4,000	4,000	5,000	(1,000)	-20.00%	Lower by \$1,000
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%	Keep the same as 2021
Lib. Book Processing					2,500	2,500	3,000	(500)	-16.67%	Lower by \$500
Lib. Collections (dvds, periodicals)					2,000	2,000	2,000	0	0.00%	Keep the same as 2021
Lib. Books					20,000	20,000	24,000	(4,000)	-16.67%	Lower by \$4000
Lib. Building Security					1,400	1,400	1,400	0	0.00%	
Lib. Volunteer & Staff Recog.					300	300	300	0	0.00%	
Lib. Advertising/Marketing/Promotion					1,000	1,000	1,000	0	0.00%	
Lib. Gen. Memberships					400	400	400	0	0.00%	
Lib. Programming					3,100	3,100	2,500	600	24.00%	Lowered by 900
Lib. Hall Rentals					400	400	400	0	0.00%	Keep the same as 2021
Lib. E-Resources (Overdrive, e-books, Kanopy, Novelist, Flipster)					7,500	7,500	4,000	3,500	87.50%	Increased to cover Digital Newspaper by additional \$1500
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					3,000	3,000	4,000	(1,000)	-25.00%	Lower by \$1,000
Contracting library services GH					0	0	16,133	(16,133)	-100.00%	Removed
Municipal Admin. Costs					3,400	3,400	3,400	0	0.00%	
	0	0	0	0	439,130	439,130	402,373	36,757		

Lib. Utilities Water/Sewer	600	100	700		1,400	1,400	0	0.00%	
Lib. Utilities Heat	2,000	1,500	1,200		4,700	5,200	(500)	-9.62%	
Lib. Utilities Hydro	1,500	1,500	3,000		6,000	6,000	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	500	600	5,000		6,100	6,100	0	0.00%	
	7,902	7,002	19,502	0	34,406	30,250	4,156		
TOTAL EXPENDITURES	7,902	7,002	19,502	0	473,536	432,623	40,913	9.46%	
West Grey Library Levy	7,902	7,002	19,502	0	440,046	397,883	42,163	10.60%	

New position 28hrs
Pre covid hrs in NEU & DUR
Could be 5hrs in AYT or
locker system.
NO GH contract
no long weekends.

Staff hrs 215.75 = 6.1 FTE

Option B

Dur 38
NEU 12
Ayt 5

	2000	3000	4000	5000	WGPI	2,022	2,021	\$\$ BUDGET	% BUDGET
	NEUSTADT	AYTON	DURHAM	BOARD			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	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					300,382	300,382	259,633	41,749	16.14%	Staff added March not Jan
Lib. Benefits					59,709	59,709	55,107	4,602	8.35%	
Lib. Supplies					1,000	1,000	1,000	0	0.00%	Keep the same as 2021
Lib. ILLO					700	700	700	0	0.00%	
Lib. COVID supplies					1,500	1,500	1,500	0	0.00%	
Lib. Bldg. Supplies & Maintenance					4,000	4,000	5,000	(1,000)	-20.00%	Lower by \$1,000
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%	Keep the same as 2021
Lib. Book Processing					2,500	2,500	3,000	(500)	-16.67%	Lower by \$500
Lib. Collections (dvds, periodicals)					2,000	2,000	2,000	0	0.00%	Keep the same as 2021
Lib. Books					20,000	20,000	24,000	(4,000)	-16.67%	Lower by \$4000
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					3,000	3,000	2,500	500	20.00%	Lowered by 1000
Lib. Hall Rentals					400	400	400	0	0.00%	Keep the same as 2021
Lib. E-Resources (Overdrive, e-books, Kanopy, Novelist, Flipster)					7,500	7,500	4,000	3,500	87.50%	Increased to cover Digital Newspaper by additional \$1500
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					2,775	2,775	4,000	(1,225)	-30.63%	Lower by \$1,225
Contracting library services GH					8,066	8,066	16,133	(8,067)	-50.00%	6 months - gives notice to public ending.
Municipal Admin. Costs					3,400	3,400	3,400	0	0.00%	
	0	0	0	0	439,132	439,132	402,373	36,759		

Lib. Utilities Water/Sewer	800	100	700		1,400	1,400	0	0.00%
Lib. Utilities Heat	2,000	1,500	1,200		4,700	5,200	(500)	-9.62%
Lib. Utilities Hydro	1,500	1,500	3,000		6,000	6,000	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	1,802	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	600	5,000		6,100	6,100	0	0.00%
	7,902	7,002	19,502	0	34,406	30,250	4,156	
TOTAL EXPENDITURES	7,902	7,002	19,502	0	473,538	432,623	40,915	9.46%
West Grey Library Levy	7,902	7,002	19,502	0	440,048	397,883	42,165	10.60%

New position 21 hrs
Pre COVID hrs in NEU + DUR
5 hrs - 1 night Ayt or locker system
GH contract 6 mths
No long weekends.

Staff hrs 208.50
= 5.95 FTE