

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

January 12, 2022, 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 – December 8, 2021 & December 22, 2021
 - b. Accounts Payable – A/P Voucher V12 - \$8,733.69Recommendation: 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. MoU follow up – Council request CAO to work on MoU with the Library
 - b. Fine Free motion

West Grey Public Library Board

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

- i. Moved by and seconded by THAT the West Grey Public Library continue to be fine free by eliminating late fees for library materials.
- c. Individual discussions outside of Board meetings
- d. Need for service review
 - i. Moved by Malcolm Beddoe and seconded by THAT the West Grey Public Library Board RFP for a service review to be completed in 2022.
- 8. Report from Council members'
- 9. Closed session
- 10. Other business
 - a. According to BL-03 election of the Board Chair to take place
- 11. Open Discussion (15 min)
- 12. Next Meeting – Wednesday February 9, 2022, 7pm
- 13. 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

December 8, 2021

West Grey Public Library - Virtual

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

Absent: Elizabeth Murray

Call to Order

The Chair called the meeting to order at 7:05 pm

Moved by Beth Hamilton and seconded by Boyde Colwell 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 - November 10, 2021
- b. Accounts Payable – A/P Voucher VII - \$10,996.93

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

Report will now include a table of tasks and completions.

Moved by Beth Hamilton and seconded by Stephen Townsend to receive the Librarian's Report for November 2021.

Motion carried.

West Grey Public Library Board Minutes

December 8, 2021

West Grey Public Library - Virtual

Matters Arising from Minutes

Budget 2022

Council has requested that the WGPL Board reduce the budget ask by \$53,400.

Options were discussed for areas that funds can be reduced: programming, public hours, fewer service points, individual budget lines, etcetera.

The CEO will review and bring options for the Board to discuss at a Special Budget Meeting on December 22, 2021 at 7 pm.

Contract with Grey Highlands Library

CEO requested Grey Highlands Library offer a one- or two-year extension to the existing contract but a three-year extension was offered with a six month notice period required for ending the contract early.

Discussion occurred around the agreement. Points discussed included:

- lack of agreements for other border communities/ residents
- the cost of paying other Municipalities for providing service (contract with Grey Highlands is \$16,000 per year)
- those residents who use Grey Highlands services are not part of our data collection
- WGPL Board struggled with this decision in 2017
- service is currently being used by 478 West Grey residents due to convenience of location

Moved by Stephen Townsend and seconded by Boyde Colwell that WGPL Board Chair execute the agreement with Grey Highlands to allow West Grey residents to use Grey Highland Library Services for 3 years.

Motion Defeated.

Land Acknowledgment

It was decided that the Policy Committee will bring back examples of acknowledgments along with a policy to be reviewed at the January meeting.

Report from Councilors

Stephen Townsend discussed West Grey's participation in the CIP (Community Improvement Plan) with Economic Development in 2022.

Other Business:

April meeting cancelled due to CEO absence. Board currently meets more than the minimum required times per year.

West Grey Public Library Board Minutes

December 8, 2021

West Grey Public Library - Virtual

Budget Meeting: 22 December, 7:00 pm via ZOOM

Next meeting: 12 January 2021, 7:00 pm via ZOOM

Adjournment: Motion to adjourn at 9:15 pm moved by Boyde Colwell

DRAFT

West Grey Public Library Board Special Budget Minutes

December 22, 2021

West Grey Public Library - Virtual

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

Absent: Malcolm Beddoe,

Call to Order

The Chair called the meeting to order at 7:05 pm

Moved by Liz Murray and seconded by Beth Hamilton 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.

Other Business

Contract with Grey Highlands Library

Moved by Beth Hamilton and seconded by Stephen Townsend THAT Kim approach Grey Highlands Public Library CEO to request a 6-month contract.

Motion carried

2022 Budget

Moved by Stephen Townsend and seconded by Beth Hamilton that WGPL Board approve the Option B budget submitted and that the CEO present it at the January 4th, 2022, budget meeting.

Motion carried.

Open Discussion

Discussion was held regarding other service options available to the library. Kim to ask the Treasurer to see if there is funding for a service review available from the Development Charges.

Next meeting: 12 January 2022, 7:00 pm via ZOOM

Updates

Friends of the Library

- Friends will be accepting used books January 14th at Riverside Park parking lot for their upcoming book sale in February. Since the library doesn't have the storage space, the books will be held offsite.

Staff

- A staff member on maternity leave will not be returning.
- Staff continue to assist with vaccination receipts, the numbers have increased due to the need for a QR code. We are not laminating the QR code.

Updates

- The library has resumed curbside, starting Jan 5, in line with the Municipality's response to provincial restrictions. Virtual programs will continue.

DC & Reserves

- Kerri will provide updates to the DCs & Reserves every February. They will be for the year end but will be unaudited.

Final 2021 budget

- We should see a completed final operational budget in April.

Programming

Launching several new programs this month:

- Show and Tell Book Club – participants report on good reads; 1 sign-up
- Spice of the Month Club – partnership with Foodland; 5 sign-ups (12 mo)
- Financial Literacy webinars – partnership with Credit Counselling Society; 0 (12 mo)
- Reading Challenge 2022; 1 sign-up (12 mo)
- Writers' Retreat (virtual) with Lorina Stephens (WGPL Writer-in-residence); 4 sign-ups (8 wks)
- Passive: Family Literacy Day – book bundles for families
- Take and Make craft for January – mason jar lanterns
- Oral history program paused – long-term care homes banning general visitors; development continues

BOARD MEETING	TASK/ACTION	WHO	NOTES/ACTIONS	DATE	COMPLETED
	Personal Day Policy	CEO		November 2021	
	MOU – to CAO	CEO	Council Rep need to ask Council to ask CAO to work with us	October 2021	Given to CAO
SEPT 8, 2021					
	Succession planning – incl job desc.	Board		Spring 2022	
	Grey Highlands agreement - discussion	Board	6 mth contact given to GH in December	December 2021	Contacted GH – waiting for a response
	Discuss with CAO & Clerk upcoming selection of Board	CEO		Spring 2022	
	Modernize the Library ?	Board CEO		Date?	
	Review the Strat plan	Board CEO	Given to Board in Oct	October 2021	Done
	Performance review – GOV-09	Board		October or November 2021	Done
	Board annual plan	Board CEO		Spring 2022	

Board Meeting tasks and actions

9

	Staff recognition	Beth CEO Board		October 21, 2021	Done
	2022 Budget	Board CEO		October 13, 2021	Done
	2022 Budget – Break down salary increases due to wage	CEO		October 13, 2021	Done
	A review of the last 10 years presented to Council	CEO		October 19, 2021	Done
OCTOBER 13, 2021					
	Write letter to Grey Highlands – contract discussion in Nov	CEO		October 2021	Done
	Fine Free policy	CEO	Policy not required; motion required to go fine free.	January 2022	
	COVID-19 vaccination policy for staff, volunteers	CEO Board	Given to policy committee	November 2021	
	Policy for participation in programs (double vaccination)	CEO Board	Should we require proof of vaccination to participate - yes		

	Change 2022 budget to include full time staff member	CEO		October 26, 2021	Done
	Check on WG patrons using Hanover	CEO		November 2021	Done
Nov 10, 2021					
	Ask for another board member	CEO	Email sent to Clerk		Will be advertised after Jan 18 th .
	Growth numbers	Stephen	Stephen to email projected growth to Board	December 2021	Done
	Land acknowledgement	Board	Kim to share statement and policy with Board		Postponed till January meeting
	Development Charges	CEO	Inquire if \$ in development charges for operational review - Emailed Treasurer	December 2021	Response received

WGPL Statistics

Patron Visits									
	Ayton 2020	Durham 2020	Neustadt 2020	Ayton 2021	Durham 2021	Neustadt 2021	Ayton 2022	Durham 2022	Neustadt 2022
Jan	155	1606	175	17	289	20			
Feb	105	1442	161	13	149	33			
Mar	61	887	117	13	626	46			
Apr	0	0	0	11	335	43			
May	0	0	0	14	332	29			
Jun	0	152	0	15	379	28			
Jul	11	194	19	10	392	55			
Aug	12	158	13	53	91	73			
Sep	7	330	12	57	959	101			
Oct	24	510	32	48	835	80			
Nov	30	544	18	57	739	48			
Dec	34	504	16	28	637	102			
	439	6327	563	336	5763	658			

Circulation									
	Ayton 2020	Durham 2020	Neustadt 2020	Ayton 2021	Durham 2021	Neustadt 2021	Ayton 2022	Durham 2022	Neustadt 2022
Jan	174	2876	411	182	1858	184			
Feb	176	2505	305	91	1712	244			
Mar	165	2309	288	165	2579	317			
Apr	18	1219	88	141	1733	433			
May	62	1202	27	87	1729	434			
Jun	40	896	38	76	1608	252			
Jul	142	1032	213	124	1493	322			
Aug	115	1019	143	226	536	324			
Sep	159	1175	130	183	1676	402			
Oct	100	1885	243	179	2304	364			
Nov	130	2096	273	110	2099	292			
Dec	189	2172	267	70	2185	154			
	1470	20386	2426	1634	21512	3722			

Digital Circulation

	Digital Newspaper Users	Digital Newspaper Sessions	ILLO Received	ILLO Lent	Kanopy Visits	Kanopy Videos Played	Overdrive usage	Overdrive Users
Jan	443	646	52	137	487	183	1243	
Feb			64	104	515	127	1076	
Mar	409	539	73	120	381	85	1305	14
Apr	364	492	105	40	439	82	1280	
May	267	451	58	20	340	79	1159	
Jun	215	303	52	0	328	74	1131	33
Jul	N/A	N/A	44	11	316	79	1142	
Aug	N/A	N/A	3	0	204	47	1111	
Sep	185	260	44	5	683	93	1008	50
Oct	259	406	52	17	617	80	1051	
Nov			62	27	466	80	1002	
Dec	190	293	73	17	361	67	922	68

Computer Usage

	Ayton 2020	Durham 2020	Neustadt 2020	Ayton 2021	Durham 2021	Neustadt 2021	Ayton 2022	Durham 2022	Neustadt 2022
Jan	21	201	23	0	0	0			
Feb	10	154	11	0	0	0			
Mar	5	101		4	30	0			
Apr	0	0	0	4	1	0			
May	0	0	0	0	0	0			
Jun	0	0	0	0	0	0			
Jul	0	0	0	0	0	0			
Aug	0	0	0	3	0	1			
Sep	0	2	0	4	21	2			
Oct	2	60	0	5	37	1			
Nov	3	54	0	5	54	4			
Dec	3	44	0	2	54	0			
	44	616	34	27	197	8			

WIFI Usage

	Ayton 2020	Durham 2020	Neustadt 2020	Ayton 2021	Durham 2021	Neustadt 2021	Ayton 2022	Durham 2022	Neustadt 2022
Jan	10	77	3	0	0	0			
Feb	2	76	3	0	0	0			
Mar		59	5	0	6	0			
Apr	0	0	0	0	28	0			
May	0	0	0	0	61	0			
Jun	0	0	0	0	38	0			
Jul	0	0	0	0	32	0			
Aug	0	0	0	0	9	0			
Sep	0	0	0	1	18	0			
Oct	0	6	0	1	39	1			
Nov	0	19	0	1	43	0			
Dec	0	12	0	0	12	0			
	12	249	11	3	286	1			

New Patrons									
	Ayton 2020	Durham 2020	Neustadt 2020	Ayton 2021	Durham 2021	Neustadt 2021	Ayton 2022	Durham 2022	Neustadt 2022
Jan	3	26	3	0	5	0			
Feb	1	22	2	0	3	0			
Mar	1	13	0	2	12	0			
Apr	0	4	1	0	1	0			
May	0	4	0	0	6	0			
Jun	1	4	0	0	6	1			
Jul	0	5	0	0	22	2			
Aug	0	5	0	1	0	1			
Sep	0	10	1	2	15	1			
Oct	1	12	0	4	25	1			
Nov	0	11	0	3	13	4			
Dec	0	15	0	4	13	0			
	7	131	7	16	121	10			

Social Media Statistics

Facebook Followers					
	2019	2020	2021	2022	2023
Jan	767	857	562		
Feb	789	863	575		
Mar	796	310	579		
Apr	804	365	577		
May	807	401	583		
Jun	811	429	601		
Jul	817	430	609		
Aug	824	447	612		
Sep	824	454	617		
Oct	834	495	622		
Nov	840	491	630		
Dec	842	515	634		

Instagram Followers					
	2019	2020	2021	2022	2023
Jan	228	324	451		
Feb	252	333	468		
Mar	257	347	483		
Apr	260	361	493		
May	265	364	498		
Jun	268	377	517		
Jul	274	386	526		
Aug	282	396	527		
Sep	288	407	534		
Oct	298	413	532		
Nov	306	428	531		
Dec	309	434	530		

Website Page Views					
	2019	2020	2021	2022	2023
Jan	6784	1773	2193		
Feb	5490	1332	1748		
Mar	5835	1177	1536		
Apr	5862	1542	0		
May	5361	1271	0		
Jun	1196	1505	0		
Jul	1390	1409	0		
Aug	2551	1403	0		
Sep	1147	1319	616		
Oct	1245	1577	700		
Nov	1265	1255	730		
Dec	1267	1325	663		

Switched to
new website
had to set up
stats on it

Website User Visits					
	2019	2020	2021	2022	2023
Jan	3519	795	1064		
Feb	2145	642	923		
Mar	2254	610	838		
Apr	2151	833	0		
May	2026	633	0		
Jun	595	705	0		
Jul	634	754	0		
Aug	1165	720	0		
Sep	540	717	404		
Oct	610	696	482		
Nov	587	635	424		
Dec	587	714	395		

Switched to
new website
had to set up
stats on it

Homebound Statistics

Abbeyfield			
	2019	2020	2021
Jan	3	2	0
Feb	3	1	0
Mar	2	1	0
Apr	2	0	0
May	1	0	0
Jun	1	0	0
Jul	1	0	0
Aug	1	0	0
Sep	1	0	0
Oct	1	0	0
Nov	2	0	0
Dec	2	0	0

Homebound			
	2019	2020	2021
Jan	3	3	2
Feb	3	2	2
Mar	2	2	2
Apr	2	0	2
May	2	0	2
Jun	2	0	2
Jul	1	0	1
Aug	1	2	2
Sep	2	3	2
Oct	3	2	0
Nov	3	3	2
Dec	3	2	0

Rockwood			
	2019	2020	2021
Jan	4	9	3
Feb	5	10	4
Mar	6	10	4
Apr	6	0	4
May	6	0	4
Jun	6	7	4
Jul	6	8	3
Aug	6	8	3
Sep	6	5	4
Oct	7	5	4
Nov	9	4	6
Dec	8	4	4

Serenity			
	2019	2020	2021
Jan	3	6	9
Feb	3	5	9
Mar	3	6	10
Apr	3	0	9
May	3	0	9
Jun	3	6	9
Jul	2	6	9
Aug	2	6	9
Sep	4	6	9
Oct	5	6	9
Nov	5	9	8
Dec	8	9	9

Child & Youth Services Board Report

Oct, Nov, Dec 2021

9

CHILD & YOUTH PROGRAMS

923

PARTICIPANTS

Number of Participants per Program:

Virtual LEGO Clubs (x3).....	6
Virtual Storytime Videos (x8).....	8
Virtual Art Show Submissions.....	47
Virtual Art Show Views.....	270
Puzzle Piece Decorating.....	15
Halloween Drive-Thru.....	478
Library Scavenger Hunt.....	23
Paper Poppy Grab & Go Bags.....	36
Hygge Kits (family Grab & Go Bags).....	30
Disguise the Gingerbread Man.....	10

Upcoming Events:

- Grab & Go bags successful, we're continuing those monthly.
- Scavenger Hunts are successful, we're continuing those monthly.
- Kids' Winter Reading Club planned for January-April with prizes.
- These programs are designed to be available whether we're open to the public or offering curbside.



West Grey Public Library

519-369-2107 | info@westgreylibrary.com
www.westgreylibrary.com/



MUNICIPALITY OF WEST GREY
LIBRARY - WEST GREY



GL5410

Date : Jan 07, 2022

Page : 1

Time : 12:37 pm

20

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	(31.12)	0.00	31.12	0.00
Prov Revenue - Connectivity	(695.70)	(800.00)	(104.30)	86.96
Donations	(3,632.12)	0.00	3,632.12	0.00
Library Revenue	(396.57)	(1,250.00)	(853.43)	31.73
Service Fees Revenue	(786.25)	(1,250.00)	(463.75)	62.90
Fines Revenue	(124.15)	(1,250.00)	(1,125.85)	9.93
Member Card Revenue	(10.00)	0.00	10.00	0.00
Total OPERATING REVENUES	(412,015.91)	(416,890.00)	(4,874.09)	98.83
OPERATING EXPENSES				
Wages	238,859.30	258,633.00	19,773.70	92.35
Benefits	47,416.38	55,107.00	7,690.62	86.04
Materials & Supplies	2,284.64	1,500.00	(784.64)	152.31
Office Supplies	1,551.65	1,000.00	(551.65)	155.17
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	3,815.61	5,000.00	1,184.39	76.31
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	4,119.44	2,500.00	(1,619.44)	164.78
ILLO Expense	285.99	700.00	414.01	40.86
Overdrive/E-Books	6,604.31	4,000.00	(2,604.31)	165.11
KOHA Support	4,972.00	4,600.00	(372.00)	108.09
IT Support	3,002.34	2,500.00	(502.34)	120.09
Equipment Maintenance	2,413.66	4,000.00	1,586.34	60.34
Automation - Patrons	5,009.38	4,000.00	(1,009.38)	125.23
Book Processing Fee	3,206.71	3,000.00	(206.71)	106.89
Books	24,139.19	24,000.00	(139.19)	100.58
Videos	767.25	1,000.00	232.75	76.73
Periodicals	674.20	1,000.00	325.80	67.42
Conference/Training	2,057.21	4,000.00	1,942.79	51.43
Security	1,394.94	1,400.00	5.06	99.64
Library Board	0.00	3,400.00	3,400.00	0.00
Total OPERATING EXPENSES	357,031.34	385,840.00	28,808.66	92.53
BRANCH EXPENSES				
ELMWOOD BRANCH EXPENSES	111.86	50.00	(61.86)	223.72
NEUSTADT BRANCH EXPENSES	6,774.77	7,200.00	425.23	94.09
NORMANBY BRANCH EXPENSES	6,003.58	7,300.00	1,296.42	82.24
DURHAM BRANCH EXPENSES	16,010.76	16,500.00	489.24	97.03
Total BRANCH EXPENSES	28,900.97	31,050.00	2,149.03	93.08
Total LIBRARY	(26,083.60)	0.00	26,083.60	0.00

MUNICIPALITY OF WEST GREY
LIBRARY - WEST GREY



GL5410

Date : Jan 07, 2022

Page : 1

Time : 12:36 pm

21

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	(31.12)	0.00	31.12	0.00
Total Interest Revenue	(31.12)	0.00	31.12	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	(1,236.25)	0.00	1,236.25	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	(3,632.12)	0.00	3,632.12	0.00
Library Revenue				
2-4-4000-5410 Library Revenue Durham	(396.57)	(1,250.00)	(853.43)	31.73
Total Library Revenue	(396.57)	(1,250.00)	(853.43)	31.73
Service Fees Revenue				
2-4-2000-5411 Library Rev Service Fees Neustadt	(1.50)	0.00	1.50	0.00
2-4-3000-5411 Library Rev Service Fees Normanby	(34.25)	0.00	34.25	0.00
2-4-4000-5411 Library Rev Service Fees Durham	(750.50)	(1,250.00)	(499.50)	60.04
Total Service Fees Revenue	(786.25)	(1,250.00)	(463.75)	62.90
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	(109.50)	(1,250.00)	(1,140.50)	8.76
Total Fines Revenue	(124.15)	(1,250.00)	(1,125.85)	9.93
Member Card Revenue				
2-4-2000-5414 Library Rev Member Card Neustadt	(2.00)	0.00	2.00	0.00
2-4-4000-5414 Library Revenue Member Card Durham	(8.00)	0.00	8.00	0.00
Total Member Card Revenue	(10.00)	0.00	10.00	0.00
Total OPERATING REVENUES	(412,015.91)	(416,890.00)	(4,874.09)	98.83

OPERATING EXPENSES

Wages

MUNICIPALITY OF WEST GREY
LIBRARY - WEST GREY



GL5410

Date : Jan 07, 2022

Page :

2

Time : 12:36 pm

22

For Period Ending 31-Dec-2021

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
LIBRARY				
2-5-4000-1010 Lib Wages Durham	238,859.30	258,633.00	19,773.70	92.35
Total Wages	238,859.30	258,633.00	19,773.70	92.35
Benefits				
2-5-4000-1015 Lib Benefits Durham	47,416.38	55,107.00	7,690.62	86.04
Total Benefits	47,416.38	55,107.00	7,690.62	86.04
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	1,475.64	1,500.00	24.36	98.38
Total Materials & Supplies	2,284.64	1,500.00	(784.64)	152.31
Office Supplies				
2-5-4000-2011 Lib Office Supplies Durham	1,551.65	1,000.00	(551.65)	155.17
Total Office Supplies	1,551.65	1,000.00	(551.65)	155.17
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	3,683.32	5,000.00	1,316.68	73.67
Total Building Maintenance	3,815.61	5,000.00	1,184.39	76.31
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	4,119.44	2,500.00	(1,619.44)	164.78
Total Program Development	4,119.44	2,500.00	(1,619.44)	164.78
ILLO Expense				
2-5-4000-2019 Lib ILLO Expense	285.99	700.00	414.01	40.86
Total ILLO Expense	285.99	700.00	414.01	40.86
Overdrive/E-Books				
2-5-4000-2026 Library - Overdrive/e-books	6,604.31	4,000.00	(2,604.31)	165.11

MUNICIPALITY OF WEST GREY
LIBRARY - WEST GREY



GL5410

Date : Jan 07, 2022

Page :

3

Time : 12:36 pm

23

For Period Ending 31-Dec-2021

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
LIBRARY				
Total Overdrive/E-Books	6,604.31	4,000.00	(2,604.31)	165.11
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	3,002.34	2,500.00	(502.34)	120.09
Total IT Support	3,002.34	2,500.00	(502.34)	120.09
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
Autotmatation - Patrons				
2-5-4000-2036 Library- Photocopies, Database, Webs	5,009.38	4,000.00	(1,009.38)	125.23
Total Autotmatation - Patrons	5,009.38	4,000.00	(1,009.38)	125.23
Book Processing Fee				
2-5-4000-2043 Lib. Durham Book Processing Fees	3,206.71	3,000.00	(206.71)	106.89
Total Book Processing Fee	3,206.71	3,000.00	(206.71)	106.89
Books				
2-5-4000-2044 Lib Purchase Books Durham	24,139.19	24,000.00	(139.19)	100.58
Total Books	24,139.19	24,000.00	(139.19)	100.58
Videos				
2-5-4000-2045 Lib DVDs Durham	767.25	1,000.00	232.75	76.73
Total Videos	767.25	1,000.00	232.75	76.73
Periodicals				
2-5-4000-2046 Lib Periodicals Durham	674.20	1,000.00	325.80	67.42
Total Periodicals	674.20	1,000.00	325.80	67.42
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	1,394.94	1,400.00	5.06	99.64
Total Security	1,394.94	1,400.00	5.06	99.64
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	357,031.34	385,840.00	28,808.66	92.53
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 : Jan 07, 2022

Page : 4

Time : 12:36 pm

24

For Period Ending 31-Dec-2021

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
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	2,142.23	2,000.00	(142.23)	107.11
2-5-2000-2014 Lib Utilities Hydro Neustadt	552.17	1,500.00	947.83	36.81
2-5-2000-2016 Lib Telephone/Fax Neustadt	284.71	400.00	115.29	71.18
2-5-2000-2017 Lib Internet Neustadt	859.31	800.00	(59.31)	107.41
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	407.90	300.00	(107.90)	135.97
2-5-2000-3011 Lib Contract Labour Neustadt	500.00	600.00	100.00	83.33
Total NEUSTADT BRANCH EXPENSES	6,774.77	7,200.00	425.23	94.09
NORMANBY BRANCH EXPENSES				
2-5-3000-2008 Lib Utilities Water/Sewer Normanby	148.76	100.00	(48.76)	148.76
2-5-3000-2009 Lib Utilities Heat Normanby	1,375.84	2,000.00	624.16	68.79
2-5-3000-2014 Lib Utilities Hydro Normanby	999.71	1,800.00	800.29	55.54
2-5-3000-2016 Lib Telephone/Fax Normanby	283.92	400.00	116.08	70.98
2-5-3000-2017 Lib Internet Normanby	859.31	800.00	(59.31)	107.41
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	500.00	600.00	100.00	83.33
Total NORMANBY BRANCH EXPENSES	6,003.58	7,300.00	1,296.42	82.24
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	1,166.29	1,200.00	33.71	97.19
2-5-4000-2014 Lib Utilities Hydro Durham	3,078.21	3,000.00	(78.21)	102.61
2-5-4000-2016 Lib Telephone/Fax Durham	1,233.59	1,500.00	266.41	82.24
2-5-4000-2017 Lib Connectivity/Internet	3,118.90	2,200.00	(918.90)	141.77
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	478.07	1,500.00	1,021.93	31.87
2-5-4000-3011 Lib Durham Contract Wages	4,869.14	5,000.00	130.86	97.38
Total DURHAM BRANCH EXPENSES	16,010.76	16,500.00	489.24	97.03
Total BRANCH EXPENSES	28,900.97	31,050.00	2,149.03	93.08
Total LIBRARY	(26,083.60)	0.00	26,083.60	0.00



5.2.2 Library Services

The Municipality operates its library services from four facilities totalling 7,350 sq.ft. Over the past ten years, the average level of service was 0.59 sq.ft. of space per capita or an investment of \$163 per capita. Within those library facilities, the Municipality has an inventory of library collection materials which total 29,855 items. These collection materials include books, periodicals, DVDs, Ebooks, and other electronic resources. Based on the service standard over the past ten years, the Municipality would be eligible to collect a total of \$129,531 from D.C.s for library services.

With respect to capital needs, the Municipality has identified an expansion to the Durham library, parking upgrades, additional library materials, and a library strategic plan for inclusion in the D.C. for library services due to growth. The gross cost of these projects totals \$530,000, with a post period benefit of \$214,700 and an existing benefit of \$16,700. In addition, an allocation to recognize the reserve fund balance of \$169,154 has been applied to the D.C. calculation. The net growth capital cost after the mandatory 10% deduction is \$99,586.

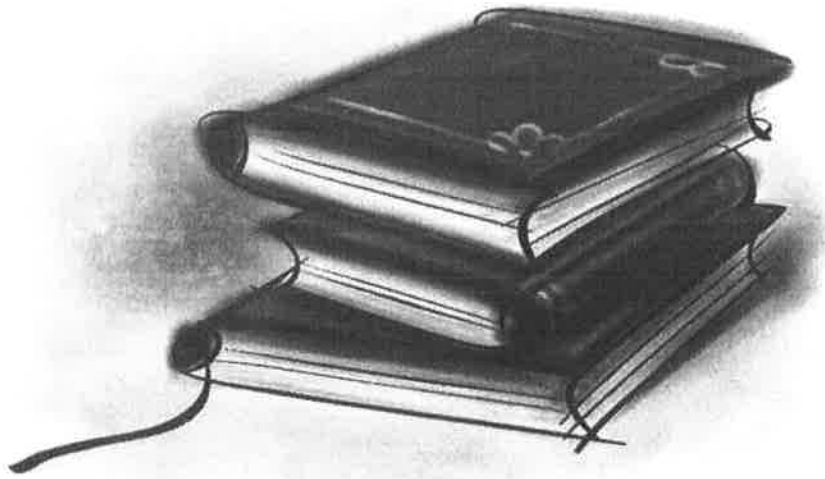
While library usage is predominately residential based, there is some use of the facilities by non-residential users, for the purpose of research. To acknowledge this use, the growth-related capital costs have been allocated 95% residential and 5% non-residential.



Infrastructure Costs Included in the Development Charges Calculation

Municipality of West Grey
Service Library Services

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2020\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Subtotal	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contribution s Attributable to New Development		Other (e.g. 10% Statutory Deduction)	Total	Residential Share	Non- Residential Share	
2020-2029												95%	5%	
1	Library Collection	2024	25,000	10,500		14,500	-		14,500	1,450	13,050	12,398	653	
2	Library Strategic Plan	2024	20,000	4,200		15,800	10,000		5,800	580	5,220	4,959	261	
3	Library Expansion - Durham (3000sqft @ \$150 sqft) plus Shelving	2024	475,000	200,000		275,000	-		275,000	27,500	247,500	235,125	12,375	
4	Parking upgrade	2022	10,000	-		10,000	6,700		3,300	330	2,970	2,822	149	
5	Reserve Fund Adjustment	Reserve	-	-		-	169,154		(169,154)	-	(169,154)	(160,696)	(8,458)	



MUNICIPALITY OF WEST GREY

LIBRARY BOARD MEETING

Wednesday, Jan. 12th, 2022



A/P VOUCHER 2021

December V12 - \$8,733.69

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



AP5130

Page : 1
 Time : 10:29 am

Date : Jan 05, 2022

Vendor : @HO00001 To ZZZ91192

Batch : 318 To 318

Department : All

Cheque Print Date : 01-Dec-2021 To 31-Dec-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 2000 Library Expense Neustadt							
GRO00008	2357801	ONT INC					
MCG7295 LIBF	Neu.Library snow removal - Nov. 23				318 21-Dec-2021	21-Dec-2021	
2-5-2000-2050				Lib Neustadt Lot/Grass Maintenance			20.17
SPA19370	SPARLING'S PROPANE CO. LTD.						
3104407 CREE	Acct#3104407 Neustadt Library - CREDIT on account				318 14-Dec-2021	14-Dec-2021	
2-5-2000-2009				Lib Utilities Heat Neustadt			-402.82
912731 LIBR	Nov. 20 propane delivery @ Neustadt Library				318 14-Dec-2021	14-Dec-2021	
2-5-2000-2009				Lib Utilities Heat Neustadt			427.83
WAT00015	WATTS SARAH						
DEC. 2021	2021 Cleaning of Library: Neustadt				318 21-Dec-2021	21-Dec-2021	
2-5-2000-3011				Lib Contract Labour Neustadt			500.00
Department Totals :							545.18

DEPARTMENT 3000 Library Expense Normanby							
SGS12007	SGS LAKEFIELD RESEARCH LTD						
11458554	Sept. 27/Oct. 4 water testing @ 610 Alfred Str Ayton - Library portion				318 21-Dec-2021	21-Dec-2021	
2-5-3000-2008				Lib Utilities Water/Sewer Normanby			48.59
11468305	Nov. 23 water testing @ 610 Alfred Str Ayton - Library portion				318 21-Dec-2021	21-Dec-2021	
2-5-3000-2008				Lib Utilities Water/Sewer Normanby			11.67
SPA19370	SPARLING'S PROPANE CO. LTD.						
920952 AYT LII	Nov. 25th propane delivery @ 610 Alfred Str Ayton - Library portion				318 14-Dec-2021	14-Dec-2021	
2-5-3000-2009				Lib Utilities Heat Normanby			358.58
WAT00015	WATTS SARAH						
DEC. 2021	2021 Cleaning of Library: Ayton				318 21-Dec-2021	21-Dec-2021	
2-5-3000-3011				Lib Contract Labour Normanby			500.00
Department Totals :							918.84

DEPARTMENT 4000 Library Expense Durham							
BAR00004	BARCLAY WHOLESale						
48735	Library : rocket ice melter				318 21-Dec-2021	21-Dec-2021	
2-5-4000-2015				Lib Bldg Maintenance Durham			103.40
CAM00014	CAMPUS DISCOUNT						
1500195932	Subscription renewal - 'People' 54 issues (1 yr)				318 14-Dec-2021	14-Dec-2021	
2-5-4000-2046				Lib Periodicals Durham			112.94
CUL00001	CULKIN KIMMERLEA						
DEC. 2021 A	Nov. 11: Dollarama : foam brd, jute rope, garland				318 21-Dec-2021	21-Dec-2021	
2-5-4000-2023				Program Development Durham			18.36
DEC. 2021 B	Dec. 9 Dollarama: plate, ziplok bags, containers, glue, etc				318 21-Dec-2021	21-Dec-2021	
2-5-4000-2023				Program Development Durham			24.67
DEC. 2021 C	Nov. 30 Dollarama : containers, toothpicks				318 21-Dec-2021	21-Dec-2021	
2-5-4000-2023				Program Development Durham			7.06
ELV00001	ELVIDGE LAWNCARE						
05	Library snow removal : Tues. Nov. 23				318 21-Dec-2021	21-Dec-2021	
2-5-4000-2050				Lib Durham Lot/Grass Maintenance			10.00
GOO00005	GOOD HOUSEKEEPING						

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



AP5130

Page : 2

Date : Jan 05, 2022

Time : 10:29 am

Vendor : @H000001 To ZZZ91192

Batch : 318 To 318

Department : All

Cheque Print Date : 01-Dec-2021 To 31-Dec-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							
DEC, 2021 LIE Magazine subscription - 1 year 'Good Housekeeping'					318 14-Dec-2021	14-Dec-2021	
2-5-4000-2046				Lib Periodicals Durham			29.97
KAN00001 KANOPY INC							
274343-PPU November PPU- 33 + 13 + 1-kKids + 1-KSeries					318 14-Dec-2021	14-Dec-2021	
2-5-4000-2026				Library - Overdrive/e-books			128.00
LIB00001 LIBRARY BOUND INC							
30107531 Aug. 19 'Pond Life Science Kit'					318 21-Dec-2021	21-Dec-2021	
2-5-4000-2023				Program Development Durham			195.76
30117527 Dec. 12 : Learn @ Home..... Math					318 21-Dec-2021	21-Dec-2021	
2-5-4000-2044				Lib Purchase Books Durham			124.84
LIB00002 LIBRARY SERVICES CENTRE							
615332 Nov. 26 book order / proc charges					318 14-Dec-2021	14-Dec-2021	
2-5-4000-2043				Lib. Durham Book Processing Fees			54.32
2-5-4000-2044				Lib Purchase Books Durham			274.50
615732 Dec. 3 book order / process charges					318 21-Dec-2021	21-Dec-2021	
2-5-4000-2043				Lib. Durham Book Processing Fees			21.70
2-5-4000-2044				Lib Purchase Books Durham			109.27
616167 Dec. 10 book order / process charges					318 21-Dec-2021	21-Dec-2021	
2-5-4000-2043				Lib. Durham Book Processing Fees			13.56
2-5-4000-2044				Lib Purchase Books Durham			73.45
OUR00001 OUR DIGITAL WORLD							
FB2018-615 Subscription: News Plus + Newspaper page hosting					318 14-Dec-2021	14-Dec-2021	
2-5-4000-2036				Library- Photocopies, Database, Website			2,112.74
PET03180 PETTY CASH - TREASURER							
DEC 2021 A Oct. 30 Dollarama : punchboard					318 21-Dec-2021	21-Dec-2021	
2-5-4000-2023				Program Development Durham			8.75
DEC 2021 B Nov. 5 Dollarama : punchboard					318 21-Dec-2021	21-Dec-2021	
2-5-4000-2023				Program Development Durham			20.00
DEC 2021 D Nov. 8 Fabricland : handwarmer supplies					318 21-Dec-2021	21-Dec-2021	
2-5-4000-2023				Program Development Durham			28.34
DEC. 2021 C Oct. 27 Dollarama : punchboard					318 21-Dec-2021	21-Dec-2021	
2-5-4000-2023				Program Development Durham			21.00
DEC. 2021 E Nov. 18 Dollarama : Hygge kits supplies					318 21-Dec-2021	21-Dec-2021	
2-5-4000-2023				Program Development Durham			29.75
ROB00006 ECKHARDT KAYLA							
DEC. 2021 A Dec. 12 WalMart : notes					318 21-Dec-2021	21-Dec-2021	
2-5-4000-2023				Program Development Durham			11.29
DEC. 2021 B Nov. 24 Lindt : chocolates					318 21-Dec-2021	21-Dec-2021	
2-5-4000-2023				Program Development Durham			152.55
S&19029 S & E LAWN CARE & SNOW REMOVAL LTD							
2021-1022 Durham Library cleaning services - November (5)					318 21-Dec-2021	21-Dec-2021	
2-5-4000-3011				Lib Durham Contract Wages			536.75
STA19382 STAPLES BUSINESS ADVANTAGE							
57786065 Adult face masks (COVID) / Copier paper, adding rolls					318 14-Dec-2021	14-Dec-2021	
2-5-4000-2011				Lib Office Supplies Durham			92.35
2-5-4000-2029				Library COVID Expenses			39.98
SWA00003 SWAN DUST CONTROL							

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



AP5130

Page : 3

Date : Jan 05, 2022

Time : 10:29 am

Vendor : @H000001 To ZZZ91192
 Batch : 318 To 318
 Department : All

Cheque Print Date : 01-Dec-2021 To 31-Dec-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							
5955071	Nov. 24 mat rental @ Durham Library				318 14-Dec-2021	14-Dec-2021	
2-5-4000-2015				Lib Bldg Maintenance Durham			21.47
TEC00001 TECH 360							
2021-266	Remote Support & 'IT' checkup: Nov. 23 + 25				318 14-Dec-2021	14-Dec-2021	
2-5-4000-2028				Library - IT support			478.56
WHI00003 WHITEHOTS INC							
3425555	Nov. 18 book order				318 14-Dec-2021	14-Dec-2021	
2-5-4000-2044				Lib Purchase Books Durham			248.58
3425556	Nov. 18 book order				318 14-Dec-2021	14-Dec-2021	
2-5-4000-2044				Lib Purchase Books Durham			71.58
3426691	Nov. 29 book order				318 14-Dec-2021	14-Dec-2021	
2-5-4000-2044				Lib Purchase Books Durham			314.01
3427243	Dec. 2 book order				318 14-Dec-2021	14-Dec-2021	
2-5-4000-2044				Lib Purchase Books Durham			127.89
Department Totals :							5,617.39

Computer Paid Total : 7,081.41

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



AP5130

Page : 3

Date : Jan 05, 2022

Time : 10:29am

Vendor : @H000001 To ZZZ91192
 Batch : 318 To 318
 Department : All

EFT Paid Date : 01-Dec-2021 To 31-Dec-2021
 Bank : 2 To 2
 Class : All

Vendor Code Invoice No.	Vendor Name Description				Batch Invc Date	Invc Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 2000 Library Expense Neustadt							
EAS00001 EASTLINK							
17535120	Neustadt Library phone/internet/			- November	318 22-Dec-2021	22-Dec-2021	
2-5-2000-2016				Lib Telephone/Fax Neustadt			28.66
2-5-2000-2017				Lib Internet Neustadt			95.99
WES08001 WESTARIO POWER							
2104741266	Neustadt Library hydro - October				318 22-Dec-2021	22-Dec-2021	
2-5-2000-2014				Lib Utilities Hydro Neustadt			52.15
Department Totals :							176.80

DEPARTMENT 3000 Library Expense Normanby

EAS00001 EASTLINK							
17544783	Ayton Library phone/internet /			- November	318 22-Dec-2021	22-Dec-2021	
2-5-3000-2016				Lib Telephone/Fax Normanby			29.07
2-5-3000-2017				Lib Internet Normanby			95.99
HYD15021 HYDRO ONE NETWORKS INC.							
310 ALF DEC.2: Nov. hydro @ 610 Alfred St Ayton - Library portion					318 22-Dec-2021	22-Dec-2021	
2-5-3000-2014				Lib Utilities Hydro Normanby			97.00

MUNICIPALITY OF WEST GREY

Council/Board Report By Dept-(EFT)



AP5130

Date : Jan 05, 2022

Page : 4

Time : 10:29am

Vendor : @HO00001 To ZZZ91192

Batch : 318 To 318

Department : All

EFT Paid Date : 01-Dec-2021 To 31-Dec-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 3000	Library Expense Normanby								
Department Totals :									222.06

DEPARTMENT 4000 Library Expense Durham

CIB03019 CIBC CREDIT CARD SERVICES

6065 NOV. 24/2 November - www.1and1.com	318	07-Dec-2021	07-Dec-2021	
2-5-4000-2036	Library- Photocopies, Database, Website			17.30
6065 NOV.24/21 Oct. 23 Amazon.ca : DVD order	318	07-Dec-2021	07-Dec-2021	
2-5-4000-2045	Lib DVDs Durham			33.89
6065 NOV.24/21 Oct. 29 Amazon.ca : DVD order	318	07-Dec-2021	07-Dec-2021	
2-5-4000-2045	Lib DVDs Durham			82.99
6065 NOV.24/21 Apple i-Cloud storage - November	318	07-Dec-2021	07-Dec-2021	
2-5-4000-2036	Library- Photocopies, Database, Website			1.46
6065 NOV.24/21 Oct.27-Nov.17 Canada Post interlibrary delivery charges	318	07-Dec-2021	07-Dec-2021	
2-5-4000-2019	Lib ILLO Expense			50.44

EAS00001 EASTLINK

17535120 Neustadt Library / security - November	318	22-Dec-2021	22-Dec-2021	
2-5-4000-2051	Library - Security Expense			25.88
17544783 Ayton Library / security - November	318	22-Dec-2021	22-Dec-2021	
2-5-4000-2051	Library - Security Expense			25.88
17650758 Durham Library phone/internet / security - December	318	22-Dec-2021	22-Dec-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 DE Durham Library hydro to Nov. 19	318	07-Dec-2021	07-Dec-2021	
2-5-4000-2014	Lib Utilities Hydro Durham			245.78

UNI21001 ENBRIDGE GAS (UPHON GAS)

453 GARAF DE Durham Library heat to Dec. 15	318	22-Dec-2021	22-Dec-2021	
2-5-4000-2009	Lib Utilities Heat Durham			208.18
453 GARAF DE May 11-Sept.16 Adjustment to Library heat due to estimate reads	318	07-Dec-2021	07-Dec-2021	
2-5-4000-2009	Lib Utilities Heat Durham			8.13
453 GARAF DE Sept.17-Nov.16 heat @ Durham Library	318	07-Dec-2021	07-Dec-2021	
2-5-4000-2009	Lib Utilities Heat Durham			208.23

Department Totals : 1,253.42

EFT Paid Total : 1,652.28

Total Unpaid for Approval :	0.00
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	7,081.41
Total EFT Paid for Approval :	1,652.28
Grand Total ITEMS for Approval :	8,733.69