

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/82003575734?pwd=ek1GQ3pXMlZ3YzNgcXR3UHVKUDE1QT09>

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 820 0357 5734 and Passcode: 584687**

**Agenda**

February 9, 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 – January 12, 2022, January 12, 2022 closed minutes & January 26, 2022
  - b. Accounts Payable – A/P Voucher V13 - \$6,217.24 & V01 \$8,958.01Recommendation: 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. RFP – Service Review
8. Report from Council members'
9. Other business

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

10. Open Discussion (15 min)
11. Next Meeting – Wednesday March 9, 2022, 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

January 12, 2022

West Grey Public Library - Virtual

**Present:** Malcolm Beddoe (Chair), Stephen Townsend, Michele Humphrey (Vice Chair), Beth Hamilton, Elizabeth Murray, Boyde Colwell, Kim Storz, CEO

**Absent:**

### Call to Order

The Chair called the meeting to order at 7:00 pm

**Moved by Beth Hamilton and seconded by Stephen Townsend it hereby be resolved that the West Grey Public Library Board approve the agenda as amended.**

**Motion carried.**

### Declaration of Pecuniary Interest or Conflict of Interest

It is recorded that there were no declarations of pecuniary or conflict of interest or the general nature thereof.

### Delegation

None.

### Consent Agenda

- a. Adopt previous minutes– December 8, 2021 & December 22, 2021
- b. Accounts Payable – A/P Voucher V12 - December 2021

**Moved by Boyde Colwell and seconded by Stephen Townsend it hereby be resolved the West Grey Public Library Board adopt items A and B on the consent agenda with amendments to December 22, 2021, minutes.**

**Motion carried.**

### Librarian's Report

CEO presented report to Board.

**Moved by Stephen Townsend and seconded by Boyde Colwell that WGPL continue to be fine-free.**

**Motion carried.**

Council representatives confirmed that WG CAO has been given direction to work with WGPL CEO on MoU.

**Moved by Michele Humphrey and seconded by Beth Hamilton to receive the Librarian's Report.**

**Motion carried.**

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

January 12, 2022

West Grey Public Library - Virtual

### **Correspondence**

Board Chair received a phone call from Grey Highlands Board Chair. This will be discussed further in matters arising from minutes.

### **Matters arising from the minutes**

**Discussion outside of Board Meetings-** Board Chair cautioned members about the need to bring discussions to Board.

### **Grey Highlands Service Contract**

GH CEO will present WGPL proposal to GH Board Meeting January 12, 2022.

**Moved by Macolm Beddoe and seconded by Beth Hamilton that the West Grey Public Library Board RFP for a service review to be completed in 2022.**

Following discussion the motion was withdrawn.

**Second motion: Moved by Liz Murray and seconded by Boyde Colwell THAT West Grey Public Library Board moves to hire a consultant to ascertain how best to deliver inclusive, cost-efficient library services under the duality of the Ontario Library Services Act and the budget allocated by the Municipality of West Grey.**

Following discussion motion was deferred.

### **Report from Council members**

Budget negotiations continue.

### **Other business:**

**Land Acknowledgement-** Policy Committee met on January 11, 2022 and decided to pursue awareness opportunities before implementing a Land Acknowledgement.

### **Closed Session**

**Moved by Malcolm Beddoe and seconded by Stephen Townsend THAT the West Grey Public Library Board move into closed session at 8:15.**

Be it resolved that the West Grey Public Library Board, does now go into a closed session to discuss identifiable individuals and the disposal or acquisition of land and buildings.

**Moved by Stephen Townsend and seconded by Boyde Colwell THAT the West Grey Public Library Board returns to open session at 8:55.**

(Chair Malcolm Beddoe confirmed that only closed session items identified were discussed in closed session.)

**Moved by Boyde Colwell and seconded by Liz Murray THAT Malcolm Beddoe continue as Chair for 2022. Nominations closed. Malcolm accepted the nomination.**

## West Grey Public Library Board Minutes

January 12, 2022

West Grey Public Library - Virtual

### Open Discussion

Expanded direction provided to CEO around the Service Review process.

**Next Meeting: January 26, 2022 at 7pm via ZOOM**

**Adjournment:** Motion to adjourn at 9:00 pm moved by Elizabeth Murray.

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Chair

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Date

DRAFT

## West Grey Public Library Board Minutes

January 26, 2022

West Grey Public Library — Virtual Special Meeting

**Present:** Malcolm Beddoe (Chair), Stephen Townsend, Michele Humphrey (Vice Chair), Beth Hamilton, Elizabeth Murray, Boyde Colwell, Kim Storz, CEO

**Absent:**

### **Call to Order**

The Chair called the meeting to order at 7:02 pm

**Moved by Liz Murray and seconded by Beth Hamilton it hereby be resolved that the West Grey Public Library Board approve the agenda. 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.

### **Matters arising from the minutes**

#### **Grey Highlands Service Contract**

**Moved by Beth Hamilton and seconded Boyde Colwell that the West Grey Public Library Board renew the Service Contract with the Grey Highlands Public Library Board for a three-year contract from 2022-2024.**

**Motion carried.**

### **2022 Budget Adjustment**

**Moved by Stephen Townsend and seconded by Boyde Colwell THAT 2022 budget, as presented at the 26 January meeting, be approved.**

**Motion carried**

That the West Grey Library Board request THAT the CEO draft an RFP, using other library RFPs as models, and send it to the Policy Committee and the Chair for review for the next meeting.

**Next Meeting: February 9, 2022 at 7pm via ZOOM**

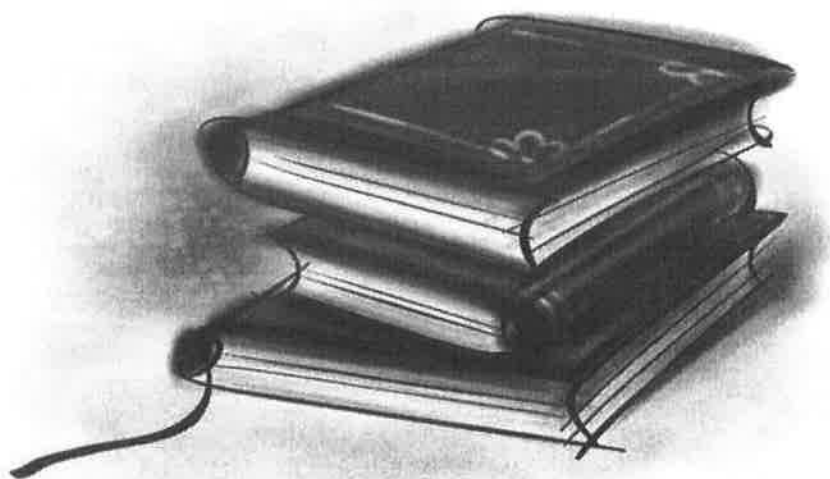
**Adjournment:** Motion to adjourn at 7:46 pm moved by Liz Murray.

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Chair

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Date



**MUNICIPALITY OF WEST GREY**

**LIBRARY BOARD MEETING**

**Wednesday, Feb. 9<sup>th</sup>, 2022**

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A/P VOUCHER 2021

December V13 - \$6,217.24

## MUNICIPALITY OF WEST GREY

## Council/Board Report By Dept-(Computer)



AP5130

Page : 1

Date : Feb 02, 2022

Time : 12:08 pm

Vendor : @H000001 To ZZZ91192

Batch : 341 To 341

Department : All

Cheque Print Date : 01-Dec-2021 To 31-Jan-2022

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				
<b>DEPARTMENT 2000 Library Expense Neustadt</b>								
GRO00008	2357801	ONT	INC					
MCG7322	LIBF	Dec. 23 snow removal @ Neustadt Library				341 29-Dec-2021	24-Jan-2022	
2-5-2000-2050		Lib Neustadt Lot/Grass Maintenance						20.17
<b>MUN20094 MUNICIPALITY OF WEST GREY</b>								
511 MILL	DEC	4th Qtr wtr/swr @ Neustadt Library				341 29-Dec-2021	24-Jan-2022	
2-5-2000-2008		Lib Utilities Water/Sewer Neustadt						147.58
<b>SPA19370 SPARLING'S PROPANE CO. LTD.</b>								
310440791273	Dec. 22 propane delivery @ Neustadt Library					341 29-Dec-2021	24-Jan-2022	
2-5-2000-2009		Lib Utilities Heat Neustadt						440.28
<b>Department Totals :</b>								<b>608.03</b>
<b>DEPARTMENT 3000 Library Expense Normanby</b>								
<b>SPA19370 SPARLING'S PROPANE CO. LTD.</b>								
887250769209	Dec. 29 propane delivery @ 610 Alfred St Ayton - Library portion					341 29-Dec-2021	24-Jan-2022	
2-5-3000-2009		Lib Utilities Heat Normanby						401.62
<b>Department Totals :</b>								<b>401.62</b>
<b>DEPARTMENT 4000 Library Expense Durham</b>								
<b>AMA00001 AMAZON.COM.CA INC</b>								
CA12EJQSDA	Library order: paper plates, ombre yarns					341 29-Dec-2021	24-Jan-2022	
2-5-4000-2023		Program Development Durham						69.57
CA14107WWC	Library order: birthday candles					341 29-Dec-2021	24-Jan-2022	
2-5-4000-2023		Program Development Durham						21.46
CA1F3TIL5MI	Library order: flat paint brushes					341 29-Dec-2021	24-Jan-2022	
2-5-4000-2023		Program Development Durham						12.42
CA1MGIV3SAE	Library order: mixed coloured tissue paper					341 29-Dec-2021	24-Jan-2022	
2-5-4000-2023		Program Development Durham						16.94
CA1RW9CMNI	Library order: ball mason jars					341 29-Dec-2021	24-Jan-2022	
2-5-4000-2023		Program Development Durham						70.04
<b>BRO02152 BRO-DARTCANADA COMPANY</b>								
66693	DVD cases, labels, protectabook, etc					341 29-Dec-2021	24-Jan-2022	
2-5-4000-2044		Lib Purchase Books Durham						79.94
66996	5Mil plastic Kleer					341 29-Dec-2021	24-Jan-2022	
2-5-4000-2011		Lib Office Supplies Durham						20.20
<b>FAR00003 FARLOW'S HOME HARDWARE</b>								
21025 DEC/21	Library - corn broom					341 29-Dec-2021	24-Jan-2022	
2-5-4000-2015		Lib Bldg Maintenance Durham						9.59
<b>KAN00001 KANOPY INC</b>								
277932-PPU	December Play Credits - 47					341 29-Dec-2021	24-Jan-2022	
2-5-4000-2026		Library - Overdrive/e-books						108.00
<b>LIB00002 LIBRARY SERVICES CENTRE</b>								
616611	Dec. 17 book order / proc charges					341 29-Dec-2021	24-Jan-2022	
2-5-4000-2043		Lib. Durham Book Processing Fees						5.42
2-5-4000-2044		Lib Purchase Books Durham						23.42
616983	Dec. 24 book order / proc charges					341 29-Dec-2021	24-Jan-2022	
2-5-4000-2043		Lib. Durham Book Processing Fees						16.27



## MUNICIPALITY OF WEST GREY

## Council/Board Report By Dept-(Computer)



AP5130

Page : 2

Date : Feb 02, 2022

Time : 12:08 pm

Vendor : @HO00001 To ZZZ91192

Batch : 341 To 341

Department : All

Cheque Print Date : 01-Dec-2021 To 31-Jan-2022

Bank : 2 To 2

Class : All

Vendor Invoice	Vendor Name Description				Batch Invc Date	Invc Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 4000				Library Expense Durham			
2-5-4000-2044				Lib Purchase Books Durham			90.87
MID00008				CVS MIDWEST TAPE CANADA			
501412203				Dec. 13 - book order	341 29-Dec-2021	24-Jan-2022	
2-5-4000-2044				Lib Purchase Books Durham			347.51
MUN20094				MUNICIPALITY OF WEST GREY			
453 GARAFX [				4th Qtr wtr/swr @ Durham Library	341 29-Dec-2021	24-Jan-2022	
2-5-4000-2008				Lib Utilities Water/Sewer Durham			160.20
PET03180				PETTY CASH - TREASURER			
DEC 2021 LIBF				Library : postage, window cleaning, book purchase	341 29-Dec-2021	24-Jan-2022	
2-5-4000-2011				Lib Office Supplies Durham			18.52
2-5-4000-2015				Lib Bldg Maintenance Durham			40.00
2-5-4000-2044				Lib Purchase Books Durham			15.00
PRI00001				STORZ KIM			
DEC 2021				2021 Cell phone usage	341 29-Dec-2021	24-Jan-2022	
2-5-4000-2016				Lib Telephone/Fax Durham			300.00
ROB00006				ECKHARDT KAYLA			
7240				Reimburse: The Library Marketplace: spine labels	341 29-Dec-2021	24-Jan-2022	
2-5-4000-2010				Lib Durham FOL Supplies			45.41
S&19029				S & E LAWN CARE & SNOW REMOVAL LTD			
2022-0015				December cleaning services @ Durham Library	341 29-Dec-2021	24-Jan-2022	
2-5-4000-3011				Lib Durham Contract Wages			429.40
TEC00001				TECH 360			
2021-290				2021 PC Maintenance Package, service, etc for Library	341 29-Dec-2021	24-Jan-2022	
2-5-4000-2028				Library - IT support			406.78
WAT00015				WATTS SARAH			
DEC 2021				November / December mileage: 292 kms	341 29-Dec-2021	24-Jan-2022	
2-5-4000-2021				Courier Mileage/Compensation			143.08
WHI00003				WHITEHOTS INC			
3429081				Dec. 17 book order	341 29-Dec-2021	24-Jan-2022	
2-5-4000-2044				Lib Purchase Books Durham			19.52
3429083				Dec. 17 book order	341 29-Dec-2021	24-Jan-2022	
2-5-4000-2044				Lib Purchase Books Durham			26.04
3429087				Dec. 17 book order	341 29-Dec-2021	24-Jan-2022	
2-5-4000-2044				Lib Purchase Books Durham			91.42
3429089				Dec. 17 book order	341 29-Dec-2021	24-Jan-2022	
2-5-4000-2044				Lib Purchase Books Durham			60.52
3429803				Dec. 24 book order	341 29-Dec-2021	24-Jan-2022	
2-5-4000-2044				Lib Purchase Books Durham			169.85
3429804				Dec. 24 book order	341 29-Dec-2021	24-Jan-2022	
2-5-4000-2044				Lib Purchase Books Durham			24.08
3429901				December processing charges	341 29-Dec-2021	24-Jan-2022	
2-5-4000-2043				Lib. Durham Book Processing Fees			870.08

Department Totals : 3,711.55

Computer Paid Total : 4,721.20

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



AP5130

Date : Feb 02, 2022

Page : 3

Time : 12:08pm

Vendor : @HQ00001 To ZZZ91192

Batch : 341 To 341

Department : All

EFT Paid Date : 01-Dec-2021 To 31-Jan-2022

Bank : 2 To 2

Class : All

Vendor Code	Vendor Name					Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description								
G.L. Account	CC1	CC2	CC3	GL Account Name					
<b>DEPARTMENT 2000 Library Expense Neustadt</b>									
<b>EAS00001</b>	<b>EASTLINK</b>								
17667104	Neust. Library phone/internet			- December		341	29-Dec-2021	25-Jan-2022	
2-5-2000-2016				Lib Telephone/Fax Neustadt					28.66
2-5-2000-2017				Lib Internet Neustadt					95.99
<b>WES08001</b>	<b>WESTARIO POWER</b>								
2104780862	Neust. Library hydro - December					341	29-Dec-2021	25-Jan-2022	
2-5-2000-2014				Lib Utilities Hydro Neustadt					63.78
2200146075	Neust. Library hydro - November					341	29-Dec-2021	25-Jan-2022	
2-5-2000-2014				Lib Utilities Hydro Neustadt					60.24
<b>Department Totals :</b>									<b>248.67</b>

<b>DEPARTMENT 3000 Library Expense Normanby</b>									
<b>EAS00001</b>	<b>EASTLINK</b>								
17676694	Ayton Library phone/internet/			- December		341	29-Dec-2021	25-Jan-2022	
2-5-3000-2016				Lib Telephone/Fax Normanby					28.66
2-5-3000-2017				Lib Internet Normanby					95.99
<b>HYD15021</b>	<b>HYDRO ONE NETWORKS INC.</b>								
610 ALF DEC/2	December hydro @ 610 Alfred Str Ayton - Libr portion					341	29-Dec-2021	28-Jan-2022	
2-5-3000-2014				Lib Utilities Hydro Normanby					96.98
<b>Department Totals :</b>									<b>221.63</b>

<b>DEPARTMENT 4000 Library Expense Durham</b>									
<b>CIB03019</b>	<b>CIBC CREDIT CARD SERVICES</b>								
6065 DEC. 24/2 Credit : IONOS by '1&1'						341	28-Dec-2021	11-Jan-2022	
2-5-4000-2036				Library- Photocopies, Database, Website					-1.09
6065 DEC. 24/2 Dec. 5 Amazon.ca: DVD order						341	28-Dec-2021	11-Jan-2022	
2-5-4000-2045				Lib DVDs Durham					24.85
6065 DEC. 24/2 Canadian Living subscription renewal - 1 yr						341	28-Dec-2021	11-Jan-2022	
2-5-4000-2046				Lib Periodicals Durham					28.19
6065 DEC. 24/2 December - Apple i-Cloud storage						341	28-Dec-2021	11-Jan-2022	
2-5-4000-2036				Library- Photocopies, Database, Website					1.46
6065 DEC. 24/2 Dec. 18 Amazon.ca - book order						341	28-Dec-2021	11-Jan-2022	
2-5-4000-2044				Lib Purchase Books Durham					56.66
6065 DEC. 24/2 Dec. 18 Amazon.ca - book order Credit						341	28-Dec-2021	11-Jan-2022	
2-5-4000-2044				Lib Purchase Books Durham					-4.72
6065 DEC. 24/2 Eckhardt's Floral Treasures - 2 amaryllis plants						341	28-Dec-2021	11-Jan-2022	
2-5-4000-2012				Volunteer Recognition Durham					114.13
6065 DEC. 24/2 Nov.24-Dec.22 Canada Post interlibrary delivery charges						341	28-Dec-2021	11-Jan-2022	
2-5-4000-2019				Lib ILLO Expense					51.48
6065 DEC. 24/2 Good Housekeeping subscription renewal - 1 yrs						341	28-Dec-2021	11-Jan-2022	
2-5-4000-2046				Lib Periodicals Durham					39.75
<b>EAS00001</b>	<b>EASTLINK</b>								
17667104	Neust. Library			/security - December		341	29-Dec-2021	25-Jan-2022	
2-5-4000-2051				Library - Security Expense					25.88
17676694	Ayton Library			/security - December		341	29-Dec-2021	25-Jan-2022	
2-5-4000-2051				Library - Security Expense					25.88
<b>HYD15021</b>	<b>HYDRO ONE NETWORKS INC.</b>								

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



AP5130

Date : Feb 02, 2022

Page : 4

Time : 12:08pm

Vendor : @HO00001 To ZZZ91192

Batch : 341 To 341

Department : All

EFT Paid Date : 01-Dec-2021 To 31-Jan-2022

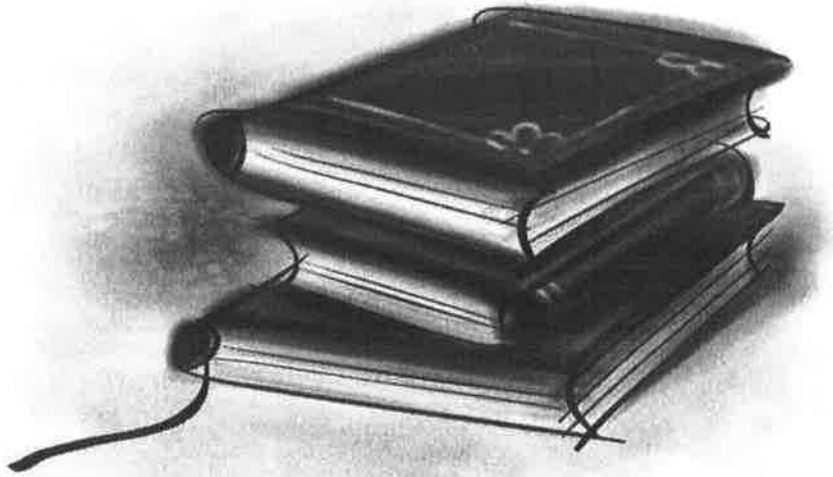
Bank : 2 To 2

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 4000			Library Expense Durham						
453 GARAF JAI	December hydro @ Durham Library					341	27-Dec-2021	07-Jan-2022	
2-5-4000-2014				Lib Utilties Hydro Durham					406.61
UNI21001	ENBRIDGE GAS (UNION GAS)								
DECEMBER 20.	December heat @ Durham Library					341	29-Dec-2021	28-Jan-2022	
2-5-4000-2009				Lib Utilities Heat Durham					256.66
Department Totals :									1,025.74

EFT Paid Total : 1,496.04

Total Unpaid for Approval :	0.00
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	4,721.20
Total EFT Paid for Approval :	1,496.04
Grand Total ITEMS for Approval :	6,217.24



**MUNICIPALITY OF WEST GREY**

**LIBRARY BOARD MEETING**

**Wednesday, Feb. 9<sup>th</sup>, 2022**



A/P VOUCHER 2022

January V01 - \$8,958.01

## MUNICIPALITY OF WEST GREY

## Council/Board Report By Dept-(Computer)



AP5130

Page : 1

Date : Feb 02, 2022

Time : 12:11 pm

Vendor : @HO00001 To ZZZ91192

Batch : 3 To 3

Department : All

Cheque Print Date : 01-Jan-2022 To 31-Jan-2022

Bank : 2 To 2

Class : All

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

DEPARTMENT 2000 Library Expense Neustadt

SPA19370 SPARLING'S PROPANE CO. LTD.

310440791273	Annual tank rental for Neustadt Library					3 27-Jan-2022	27-Jan-2022	
2-5-2000-2009	Lib Utilities Heat Neustadt							67.74
310440791273	Jan. 16 propane delivery @ Neustadt Library					3 27-Jan-2022	27-Jan-2022	
2-5-2000-2009	Lib Utilities Heat Neustadt							466.03
Department Totals :								533.77

DEPARTMENT 4000 Library Expense Durham

AMA00001 AMAZON.COM.CA INC

CA21X8ZMACI	Jan. 4 - book order					3 27-Jan-2022	27-Jan-2022	
2-5-4000-2044	Lib Purchase Books Durham							79.94

FED00001 FEDERATION OF ONTARIO PUBLIC LIBRARIES

228	2022 Membership fee (5001-15000 population)					3 06-Jan-2022	06-Jan-2022	
2-5-4000-2020	Lib General Memberships							100.00

MID00008 CVS MIDWEST TAPE CANADA

501507747	Book order : 'The War Nurse'					3 27-Jan-2022	27-Jan-2022	
2-5-4000-2044	Lib Purchase Books Durham							93.44

OLS00001 ONTARIO LIBRARY SERVICE

531	2022 OverDrive subscription					3 27-Jan-2022	27-Jan-2022	
2-5-4000-2026	Library - Overdrive/e-books							2,995.91
747	2022 Provincial E-Resources subscription					3 27-Jan-2022	27-Jan-2022	
2-5-4000-2026	Library - Overdrive/e-books							1,442.83

PRI00005 PRINCH A/S

1127	BYOD printing subscription for WG Library					3 27-Jan-2022	27-Jan-2022	
2-5-4000-2026	Library - Overdrive/e-books							314.10

ROB00006 ECKHARDT KAYLA

JAN. 5/22	Jan. 5 Dollarama : stickers, loot bags, etc					3 27-Jan-2022	27-Jan-2022	
2-5-4000-2023	Program Development Durham							28.53

SWA00003 SWAN DUST CONTROL

5981853	Jan. 5 mat rental @ Durham Library					3 27-Jan-2022	27-Jan-2022	
2-5-4000-2015	Lib Bldg Maintenance Durham							21.47
5992699	Jan. 19 mat rental @ Durham Library					3 27-Jan-2022	27-Jan-2022	
2-5-4000-2015	Lib Bldg Maintenance Durham							21.47

WES00008 WEST GREY CHAMBER OF COMMERCE

709	2022 Membership dues for West Grey Library					3 06-Jan-2022	06-Jan-2022	
2-5-4000-2020	Lib General Memberships							100.00

Department Totals : 5,197.69

Computer Paid Total : 5,731.46

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



AP5130

Date : Feb 02, 2022

Page : 2

Time : 12:11pm

Vendor : @HO00001 To ZZZ91192

Batch : 3 To 3

Department : All

EFT Paid Date : 01-Jan-2022 To 31-Jan-2022

Bank : 2 To 2

Class : All

Vendor Code	Vendor Name								
Invoice No.	Description								
G.L. Account	CC1	CC2	CC3	GL Account Name	Batch	Inv Date	Inv Due Date		Amount
DEPARTMENT 4000				Library Expense Durham					
CI03103				C.I.B.C.					
6103 NICHE				Niche Academy: online subscription services for Library	3	27-Jan-2022	27-Jan-2022		
2-5-4000-2026				Library - Overdrive/e-books					2,200.00
JAN. 27/22 US				US exchange : \$1.3096 Cdn Niche Academy - Library	3	27-Jan-2022	27-Jan-2022		
2-5-4000-2026				Library - Overdrive/e-books					681.12
EAS00001				EASTLINK					
17782440				Durham Library phone/internet/security - January	3	25-Jan-2022	25-Jan-2022		
2-5-4000-2017				Lib Connectivity/Internet					145.71
2-5-4000-2016				Lib Telephone/Fax Durham					132.20
2-5-4000-2051				Library - Security Expense					67.52
Department Totals :									3,226.55

EFT Paid Total : 3,226.55

Total Unpaid for Approval :	0.00
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	5,731.46
Total EFT Paid for Approval :	3,226.55
Grand Total ITEMS for Approval :	8,958.01

**Updates****Friends of the Library**

- Friends have cancelled their book sale in February. The library is now accepting donations. Since the library doesn't have the storage space, the books will be held offsite.

**Updates**

- The library opened Feb 1<sup>st</sup>, once again for in person browsing. We will continue to follow COVID protocols.
- Staff continue to help the public with QR code printing.
- We have applied for a grant for a summer student through the Municipality.
- The library is waiting to hear if we will get PCR tests to hand out to the public.

**Training**

- 4 Seasons of Reconciliation – the Board can take this course. It will cost \$80 per person plus taxes.
- Staff will do First Aid training with the Municipality

**Programming**

- January programs have been a success. Our craft kits for both youth and adults continue to be popular. The Writers' Retreat now has 10 members.

## Contract for Library Services- 2022-2024

THE AGREEMENT MADE IN  
DUPLICATE 31<sup>st</sup> DAY OF January, 2022

**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.

31/1/22   
DATE Chair, West Grey Public Library Board

2022-02-04   
DATE Chair, Grey Highlands Public Library Board



**REQUEST FOR PROPOSAL**

**RFP WPLG-2022-1**

**PROFESSIONAL CONSULTING SERVICES**

**for a**

**STRATEGIC SERVICE DELIVERY REVIEW**

**Closing Date and Time: March 2, 2022**  
**3:00 PM local time**

**Kim Storz, Chief Librarian/CEO**  
**West Grey Public Library Board**  
**P.O. Box 706, 453 Garafraxa Street South, Durham, ON. N0G 1R0**

**Telephone: (519) 369-2107**  
**Fax: (519) 369-9966**  
**Email: [kim@westgreylibrary.com](mailto:kim@westgreylibrary.com)**

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## **Executive Summary**

The West Grey Public Library Board is issuing this Request for Proposal (“RFP”) to invite qualified consulting firms or individuals (the “Consultant”) to undertake a Strategic Service Delivery Review.

The main objective of this project is to establish a comprehensive Strategic Service Delivery Review, which will include a complete assessment and analysis of existing facilities, space, services, technology, staffing and community demographics. The Strategic Service Delivery Review will provide recommendations related to the ongoing operation of and required improvements to the existing service points and a detailed functional plan for any recommended new facilities. The work completed in the Strategic Service Delivery Review will effectively position the West Grey Public Library to meet the future needs of a growing West Grey and strengthen the Library’s capacity to become project ready as funding or partnership opportunities become available.

The Strategic Service Delivery Review will include a service and facility review of all three (3) existing West Grey library branches.

The scope of work shall include, but not be limited to, the following tasks. The Consultant shall:

- 1) Undertake a values assessment of existing programs and services, facilities and collections, through a comprehensive public consultation process.
- 2) Assess the impact of existing and future growth patterns and project the anticipated community needs in all areas of library services.
- 3) Develop a detailed functional plan for any planned or recommended new facilities, including the provision of library services within shared facilities. This functional plan should ensure that the program defines an efficient, flexible and accessible space, able to adapt to changing technological opportunities, changing library services demands, and projected growth.
- 4) Identify the financial implications with detailed cost estimates of proposed recommendations with respect to the existing and future capital and operational models and budgets
- 5) Develop a monitoring program to ensure that the Strategic Service Delivery Review remains current and relevant as priorities and conditions change.

The Consultant shall attend and/or facilitate meetings, including the following:

- 1) Initial Project Meeting
- 2) Progress Meetings
- 3) Stakeholder Engagement Meetings
- 4) Present the final Strategic Service Delivery Review to the Library Board, Town Council and Staff

The Consultant Project Manager shall ensure and take the necessary measures to establish the overall process, provide overall direction to the process, liaise with designated Library representatives, when necessary, direct communications, ensure that process and time lines are achieved in order to deliver a complete and comprehensive Strategic Service Delivery Review.

## **Part B. Background**

### **Municipality of West Grey**

The Municipality of West Grey is an urban/rural mix Municipality, with the majority of its approx. 700 sq. km. being farmland and agriculture. The former town of Durham is the urban centre with a population of 2,500 residents. However, growth is on the horizon with a plan of subdivision approved to bring approx. 500 new homes to Durham. West Grey's other urban centres – Ayton, Elmwood and Neustadt – each offer unique village and hamlet character to the municipal identity.

West Grey is home to some significant manufacturing businesses: Durham Furniture is celebrating over 100 years; Gemini Signs' Canadian head-quarters is in Neustadt; Molok International also calls West Grey home for its North American operations.

For more information about the Municipality of West Grey visit [www.westgrey.com](http://www.westgrey.com)

### **West Grey Public Library**

The West Grey Public Library Board aims for service excellence while offering a variety of amenities, facilities, programs and services that residents, visitors, businesses and customers need and expect. This past year has brought several changes and transitions, including but not limited to, COVID pressures, staff turnover, increasingly limited resources, evolving regulatory standards, increased need for accountability and increased public expectations for efficient service delivery.

In 2020 the Library completed a Compensation Organizational Review with the Municipality.

### **Library Vision and Mission**

The West Grey Public Library encourages community connections, ignites imagination, and inspires ideas.

The West Grey Public Library offers resources and services inclusive for all.

## Core Values

- Accessible
- Diverse & Inclusive
- Engaging & Collaborative
- Innovative & Adaptable
- Integrity
- Welcoming

## Facilities

West Grey Library operates three (3) locations, with varying hours, totaling approximately 5,000 square feet, across the Municipality. As the largest branch in the most populated area of the Municipality, the Durham location functions as our primary branch and is home to all the administrative functions and the CEO.

### Branch Size & Hours of Operation:

Durham Branch	3,200 sq ft	36 hours (prior to COVID 38 hours)
Ayton Branch	1,000 sq ft	8 hours (prior to COVID 12 hours)
Neustadt Branch	1,000 sq ft	8 hours (prior to COVID 12 hours)

West Grey Library has an annual operating budget of approximately \$400,000.

## **Part C. Scope of Work**

The completed Strategic Service Delivery Review will include a comprehensive assessment and analysis of our current facilities, space, services, technology, staffing, and community demographics and will provide a roadmap, effectively positioning the Library to meet the future needs of a growing West Grey. The scope of work shall include, but not be limited to, the following tasks:

The Consultant shall:

- a. Report on current and future community demographics and their impact on all areas of library services;
- b. Report on library staffing and service trends at comparative libraries and standard library guidelines;

- c. Review key workflow processes that can be optimized to achieve efficiencies and improve public services;
- d. Review how the Library has structured the functions and management of the overall organization, and recommend efficiencies that can be achieved while improving public services;
- e. Review staffing at all levels and outline changes through a revised organizational chart, sample job guidelines, and core competencies;
- f. Review programing to ensure optimization of programs, outreach, community input and feedback, technology and other services for the community;
- g. Review current partnerships and library service contracts and future opportunities;
- h. Identify service gaps with recommendations on how to respond;
- i. Create and communicate the prioritized action plan to be implemented in stages; and
- j. Review and prepare performance metric recommendations.

### **Deliverables**

At a minimum, deliverables are to include the following:

- A project plan indicating milestones and timelines.
- An outline of current library services and structures.
- An explanation of findings in a report as outlined above.
- Recommendations on potential efficiencies based on the review under the current structure.
- Develop a monitoring program to ensure that the Strategic Service Delivery Review remains current and relevant as priorities and conditions change.

### **Meetings**

The Consultant's Project Manager and key representatives shall attend meetings, including the following:

#### **1) Initial Project Meeting**

- This meeting shall be with representatives of the Library Project Team to review the project objectives, scope and approach and to make arrangements to receive all background data.

#### **2) Progress Meetings**

- Regular progress meetings with representatives of the Library Project Team and/or Library Board as required, and including
  - a. Discussion and review of draft final report
  - b. Conference/phone calls or progress updates via other methods of communications.

#### **3) Stakeholder Engagement Meetings**

- The stakeholder engagement meetings shall:

- 1) Include public consultation with a wide variety of demographics from across the municipality.
- 2) Solicit input from the community with regard to the future development of library programs, services, hours of operation, collections, and facilities.
- 3) Encourage public's comments on the draft Strategic Service Delivery Review in advance of its presentation to the Library Board.
- 4) Include specific outreach to Library Board and Staff, representatives of Council and Staff.

#### 4) Presentations

- Presentation of the final Strategic Service Delivery Review to the Library Board for approval
- Facilitate visual presentation of Board approved Strategic Service Delivery Review to:
  - a. Town Council
  - b. Library and/or Town staff

The number and length of meetings should be assessed by the Proponent based on the scope of work identified in this RFP document and included within their Proposal.

The Consultant's representative(s) attending the meetings shall be thoroughly versed and knowledgeable with respect to the topic of conversation and shall be prepared to answer questions. The representative(s) must have the authority to make the necessary decisions and commitments with respect to matters agreed upon at the meetings.

All presentation materials must be prepared in Microsoft Power Point and Adobe Acrobat PDF (including plans, drawings and maps).

The Consultant shall provide Presentation boards for the stakeholder engagement meetings as required.

The Consultant will be responsible for the preparation of agendas and handout material for all meetings and will submit the material to the CEO at least one (1) week in advance of the meeting. The consultant will also prepare meeting summaries that will be available for distribution to the CEO within one (1) week following the meeting.

The Consultant will be responsible for conducting the meetings, recording and analyzing the results. Costs associated with stakeholder meeting venue rentals and advertising will be borne by the Library and are not to be included in the project price. The Library will be responsible for booking and renting meeting spaces.

#### **Part D. Contact**

Questions regarding this RFP should be directed to:



Kim Storz, Chief Librarian/CEO  
West Grey Public Library Board  
P.O. Box 706, 453 Garafraxa St S., Durham, ON N0G 1R0  
Phone: 519.369.2107  
Fax: 519.369.9966  
Email: kim@westgreylibrary.com

Questions via email is the preferred method of contact. All questions and answers will then be distributed to all respondents.

### **Part E. Proposed Project Schedule**

The Project shall comply with the timelines specified below.

Document Issue Date:	February 10, 2022
Question Deadline Date and Time:	February 24, 2022
Closing Date and Time:	March 3, 2022
Anticipated Contract Award Date:	March 17, 2022
Anticipated Contract Start Date:	April 2022
Contract Completion Date:	June 2022

The Consultant shall submit an updated project work plan and schedule to show progress in the form of Gantt charts in monthly increments.

All changes to the Schedule, if any, must be approved by the Library Board.

Any reasonable steps that will advance the completion of the project will be considered.

### **Part F. Consultant Requirements**

Minimum requirements by the consultant for submission of a proposal in response to the RFP shall include the following:

- a) Demonstrated understanding of public library sector, organization and operations including service delivery, research methods, group consensus building, implementation methods, and monitoring and up-to-date processes.
- b) Demonstrated familiarity with the development and implementation of personnel policies including those related to compensation.

- c) Demonstrated experience, competence, and qualifications of the Consultant and the participating staff of successfully providing similar services to public libraries (three references will also be required).
- d) Understanding of the requested services and appropriateness of the proposed work program.
- e) Ability to perform the work in a timely manner, availability of staff (if included) and contingency plans and is to include a proposed work schedule.
- f) Proposals must state the consultant's related business information.

### **Part G. RFP Proposal Submission Requirements**

Consultants interested in providing these services must prepare and submit a Proposal that includes:

a) Cover Letter

The cover letter is to be signed by an officer of the company authorized to execute a contract with the West Grey Public Library Board.

b) Consultant Qualifications

This section shall describe the areas of expertise of current permanent staff whether a sole proprietor or individuals on a team and the scope of services that can be provided by the firm without the services of contractors under the Consultant's direction.

c) Key Personnel

Include a proposed project management structure. Identify the key contact for the project and all personnel, if applicable, who will be assigned to work on this project, including a description of their abilities, qualifications and experience. Include resumes for all key individuals. There can be no change of key personnel once the proposal is submitted without the prior written approval of the West Grey Public Library Board.

d) Subcontractors

Identify any portion of the scope of work that will be subcontracted. Include firm qualifications and key personnel, telephone number and contact person for all subcontractors. The West Grey Public Library Board reserves the right to approve or reject all consultants or internal staff performing consulting services, proposed by the consultant during or after the consultant review and selection process.

e) Project Work Plan

A description of project understanding, detailed work approach and methodology will be identified. The work plan should list specific tasks and any specific considerations, options or alternatives.

f) Project Schedule

Propose a timeline for completion of the review including start date, milestones and target date of completion. Any assumptions regarding turnaround time for Municipal Council or staff review should be clearly noted.

g) Budget

Provide a detailed fee proposal by task for the services identified in the scope of work section of this proposal. Identify sub-tasks and the respective cost in your fee proposal as necessary. This section of your proposal shall include a professional fee schedule (hourly fee chart) for the consultant (and if applicable the consultant's personnel) and the subcontractor's key personnel identified above who would be working on this project. Hourly fees for additional or optional services that may be required shall also be included. Unless specified in the submission, the professional fee schedule shall include any costs associated with complying with the West Grey Public Library Board's insurance requirements. Identify the fee that will be charged for additional public or Municipal Council meetings not identified in the scope of services provided here.

h) References

A list of projects completed by the respondent under which services similar to those required by this RFP where performed shall be listed in your proposal. An emphasis should be placed on projects undertaken within the last five (5) years and if those projects undertaken for public agencies were located in similar sized communities. Include a brief description of the services, dates the services were provided and name and telephone number or references familiar with the services provided.

i) Work Samples

Provide brief descriptions of two projects dealing with Strategic Service Delivery Reviews prepared by or under the direction of your firm. Include in your description the techniques used in the process and the outcome(s).

j) Presentation

Proposers may be requested to be available for an interview with municipal staff as part of the final selection process. The lead member(s)

of the consulting team will be expected to attend any interviews scheduled with the West Grey Public Library Board.

k) **Deadline and Delivery**

Three (3) bound copies of the proposal on 8 ½ inches x 11 inches paper printed on both sides of the pages and an electronic (PDF) version of the proposal shall be submitted to:

**The West Grey Public Library Board  
PO Box 706, 453 Garafraxa St. S., Durham, ON N0G1R0**

**Attention: Kim Storz, Chief Librarian/CEO**

The deadline for the submission of a Proposal is March 2, 2022 at 3pm EST. No information submitted by facsimile or electronic mail (**except for the electronic PDF copy**) will be accepted unless otherwise requested by the West Grey Public Library Board during the proposal review process. Proposals received after 3pm EST on March 2, 2022 will not be accepted.

**Part H. Budget**

Proposals should include details on the items that can be delivered within the scope with an associated budget that outlines the number of days required for tasks contained in the methodology, and per diem rates.

The budget should also include costs for travel and other direct expenses associated with the project. All direct expenses are to be billed at actual costs. Consultants are encouraged, but not required, to provide a detail of value added services that can be provided at an additional cost including the cost and rationale for undertaking them. This is to be a separate section.

**Part I. Indemnification, Hold Harmless and Insurance Requirements**

In addition to other standard contractual terms, the West Grey Public Library Board will require the selected vendor to comply with indemnification, hold harmless and insurance requirements as outlined below:

The Consultant shall indemnify and hold harmless the West Grey Public Library Board (including any of its bodies, agencies, councils and associations and their servants, agents, officers, directors, elected officials, successors, assigns, employees and personal representatives and each of them) from and against any loss resulting from negligence, claim, demand, damages, liability, and costs and permitted assigns. This provision shall survive termination of any agreement resulting from this RFP.

The vendor shall procure and maintain, for the duration of this contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, his/her agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the Consultant. Insurance shall meet or exceed the following unless otherwise approved by the West Grey Public Library Board.

**Insurance Requirements**

- a) Worker's Compensation coverage as required by the Province of Ontario.
- b) Comprehensive or Commercial General Liability: \$2,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
- c) Professional Liability Errors and Omissions: \$2,000,000.
- d) Automobile Liability: \$2,000,000 combined single limit per accident for bodily injury and property damage.

**Part J. Equal Opportunity**

The Municipality of West Grey is an equal opportunity employer and requires all Respondents to comply with policies and regulations concerning equal opportunity. The Respondent, in the performance of this contract agrees not to discriminate in its employment due to an employee's or applicant's race, religion, national origin, ancestry, gender, sexual preference, age, physical handicap or any other characteristic protected by law.

**Part K. Accessibility**

The West Grey Public Library Board is committed to and working toward ensuring library services are accessible to all. We strive to meet or exceed the standards set by the *Accessibility for Ontarians with Disabilities Act* ("AODA") which are rules established by the Province to help businesses and organizations identify, remove and prevent barriers to accessibility. The AODA requires accessibility of goods, services, facilities, accommodations, employment as well as information and communication.

**Part L. Sustainability**

The West Grey Public Library Board recognizes that being sustainable is a responsibility of the West Grey Public Library Board essential to long-term economic prosperity, the social well-being of its residents and protecting environmental capacity and can only occur through community engagement and involvement.

### **Part M. Review and Evaluation Process**

The selection of a Consultant will be based upon a qualitative review of the Proposals submitted. The Library Board may request additional clarifying information from any or all Consultants that submit a Proposal during the review process. The Library Board will evaluate the responses to this RFP and may interview the top rated Consultants or all Consultants. Following the interview, a selection will be made on the selection of the Consultant determined to be the most qualified for the project. It is anticipated that the West Grey Public Library Board will award the winning proponent no later than March 17, 2022.

An evaluation by the West Grey Library Board will be conducted and each proposal will be scored. Proposals will be evaluated on the basis of the following criteria:

a) **Experience and Qualifications (35%)**

- i. Knowledge of Municipal Organizations and Operations
- ii. Planning and Project Management
- iii. Resumes
- iv. References

b) **Approach (35%)**

- i. Quality of the Consultant's Approach
- ii. Proposed Framework and Methodology
- iii. Type of Consultation Activities and Events
- iv. Timeline and Duration
- v. Implementation Plan

c) **Budget (30%)**

### **Part N. Accept or Reject Proposal**

The West Grey Public Library Board reserves the right to accept or reject any or all proposals and recommendations and may waive minor errors or omissions in any proposal. The West Grey Public Library Board reserves the right to select a Consultant, who in and upon our approval provides the most advantageous solution and demonstrates their ability to provide the expected outcomes of the proposals that will best serve the interests of the West Grey Public Library Board. The West Grey Public Library Board is not obligated to award the contract based on the lowest price or any other particular factor. The West Grey Public Library

Board will not be liable or reimburse any firm for the costs they incur to prepare their proposals. The West Grey Public Library Board also reserves the right to substitute components where the West Grey Public Library Board considers that an alternative may be more suitable and the right to modify any and all requirements stated in the RFP at any time prior to the possible awarding of the contract. The RFP does not commit the West Grey Public Library Board to award a contract or to pay any costs incurred in the preparation of a proposal or attendance at a pre-award meeting.

**Part O. Ownership of Intellectual Materials**

All data collected and all resulting reports and publications prepared by the Consultant will be the exclusive property of the West Grey Public Library Board who reserves ownership rights to all ideas and concepts developed.

**Part P. Termination of Contract**

Either the Consultant or West Grey Public Library Board may terminate the contract, once awarded, at any time upon giving notice in writing at least thirty days prior to the date of termination without penalty or recourse. In the event of such termination, the Consultant will be paid for services up to and including the date of termination.