

West Grey Public Library Board

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

Agenda

June 12, 2024, 6pm

1. Call to Order
2. Approval of the Agenda
 - 2.1. Moved by and seconded by THAT the West Grey Library Board approves the agenda as presented.
3. Declarations of Interest
4. Board Training
5. Minutes of May 8, 2024
 - 5.1. Moved by and seconded by THAT the West Grey Library Board minutes of May 8, 2024, be approved as presented.
6. Business arising from the minutes.
7. Board information package.
 - 7.1. Financial documents
 - 7.1.1. Moved by and seconded by THAT the West Grey Library Board accepts the financial documents as presented.
8. Chief Librarian's report
 - 8.1. Moved by and seconded by THAT the West Grey Library Board accepts the Chief Librarian's report as presented.

West Grey Public Library Board

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

9. Policy review and updates

- 9.1. GOV-07 Financial Control Oversight
- 9.2. GOV-12 Succession Planning

10. Report from Board and Council members.

11. Other business

12. Open Board Discussion

13. *Closed session*

Moved by and seconded by THAT the West Grey Public Library Board move into closed session at p.m.,

Be it resolved that the West Grey Public Library Board, goes into closed session to discuss personal matters about an identifiable individual.

Moved by and seconded by THAT the West Grey Public Library Board hereby returns to open session at p.m.

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

14. Next Meeting

- 14.1. Wednesday September 11, 2024, 6pm to be held at the Durham Branch.

West Grey Public Library Board

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

15. Adjournment

West Grey Public Library Board Minutes

March 8, 2024

West Grey Public Library – Durham Branch

Present: Malcolm Beddoe, Scott Foerster, Yvonne Pelletier, Samantha Mund,
Stephen Townsend

Regrets: Doug Townsend, Geoffrey Shea,

1 Call to Order

The Chair called the meeting to order at 7.00pm.

2 Agenda

Moved by Stephen Townsend and seconded by Samantha Mund THAT
the West Grey Library Board approve the agenda as presented.

Carried.

3 Declaration of Interest

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

4 Board Training

4.1. The Board was reminded that a motion is needed before a member
may speak on behalf of the Board.

5 Minutes of March 14, 2024

Moved by Scott Foerster and seconded by Samantha Mund THAT the
West Grey Library Board minutes of March 14, 2024, be approved as
amended.

Carried.

West Grey Public Library Board Minutes

March 8, 2024

West Grey Public Library – Durham Branch

6 Business arising from the minutes.

6.1 A discussion was held regarding the Neustadt window.

7 Board information package.

7.1 WGPL Stats reviewed.

7.2 Financial report up to April 22, 2024

Moved by Scott Foerster and seconded by Samantha Mund THAT the West Grey Library Board accepts the Board financial report from April 22, 2024.

Carried.

8 Chief Librarian's report

Moved by Stephen Townsend and seconded by Yvonne Pelletier THAT the West Grey Library Board accepts the Chief Librarian's report as presented.
Carried.

9 Policy review and updates

9.1 FN-01 Foundation Policy

9.2 GOV-01 Purpose of the Board

9.3 GOV-03 Duties and Responsibilities of Individual Board Members

9.4 GOV-04 Committees of the Board

9.5 GOV-06 Planning – change user to patron

9.6 GOV-09 Evaluation of the CEO

9.7 GOV-13 Delegation of Authority to the CEO

Moved by Yvonne Pelletier and seconded by Samantha Mund THAT the West Grey Library Board approve Policies FN-01, GOV-01, GOV-03, GOV-04, GOV-06, GOV-09, GOV-13 with noted amendments.

West Grey Public Library Board Minutes

March 8, 2024

West Grey Public Library – Durham Branch

Carried.

10 Report from Board and Council Members

A brief update was provided from the Board Chair as he attended the FOL AGM, held May 7, 2024.

11 Other Business

n/a

12 Open Discussion

n/a

13 Next Meeting

Wednesday, June 12, 2024, 6pm to be held at the Durham Branch.

14 Adjournment

Adjourned at 7:30pm

Chair:

Date:

DRAFT

Chief Librarian/CEO Report
June 12, 2024

1. Operational updates

Child & Youth Programming – Kayla

May was a busy month for the Children's Department - above our usual programs, we are gearing up for summer! We received donations from many local organizations and visited three local schools to promote the summer programs and reading challenges.

This month we offered a nature journaling program at all three branches. We visited the local parks and learned how to observe and record nature in different ways, and each child got to take home their own journal. We had children enthusiastically attend from all three branches!

We attended the Ayton Community Carnival with a prize wheel and handed out prizes and promoted our programs to 155 people.

We're looking forward to our big events in June - Touch-A-Truck on June 15th and the Animal Show on June 29th, and then a summer filled with fun programming.

Adult Programming – Kimm

The Seed Library has been a surprising success with 22 patrons taking advantage of the initiative. We were also contacted for advice on in-residence plans by other libraries. Plans for the October 5th literary event is underway, with encouraging response from local authors for the book sale. Activities include a panel, an open mic component, two author visits/conversations and an early-evening meal with a local caterer, Grazing in Grey. June will include an historic hike led by our historian-in-

Chief Librarian/CEO Report
June 12, 2024

residence, appearances at the Durham Herb Fair and the Neustadt Markt and the last trivia night of the season on June 27th at Neustadt Brewery. Approximately 141 adults (leaving aside tech help and two of the book clubs) took part in May's programs and events.

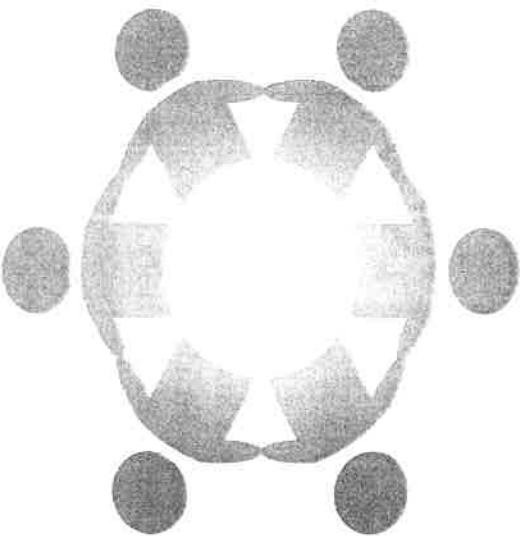
2. Staff

We have another placement from Mohawk College Library Technician program starting with us at the beginning of September.

3. Administration

Fundraising to date – We have successfully raised \$805.85 to purchase two C-Pens. The funds were raised during the puzzle contest, and two Trivia Nights. Still to come a Trivia night, Scrabble event and a Literary Event.

Public computer theft at Durham, Thursday May 16th. Police were contacted.



WAYS TO SUPPORT

Make a Monetary Donation

Contribute In Honour or In Memoriam

Give by Design: Planned and Future Giving

Join the Friends of the Library

Volunteer at a Branch

You may decide to donate your gift to a specific branch, or to the library as a whole. Donations may be given in person at the Library, or by mail at any one of the following:

Durham Branch (Main Branch)

453 Carafraxa Street South

P.O. Box 706

Durham, Ontario

N0G 1R0

Neustadt Branch

511 Mill Street

P.O. Box 66

Neustadt, Ontario

N0G 2M0

Ayton Branch

610 Alfred Street

P.O. Box 70

Ayton, Ontario

N0G 1C0

Thank you for your support and
patronage.

West Grey
PUBLIC LIBRARY

West Grey
PUBLIC LIBRARY

**Ways
To
Support
Your
Library**



Monetary Donation

Your donation is greatly appreciated and is put to good use in one or more of the following areas. You can decide where your gift is directed.

- o Collection (books and other materials)
- o Adult Programs
- o Children's Programs
- o Furnishings
- o Digital/Technology
- o Wherever the need is greatest

Planned and Future Giving

Wills and Living Trusts

By naming the West Grey Public Library a beneficiary, you can make a planned gift to the Library through your will or living trust.

RRSP/RRIF

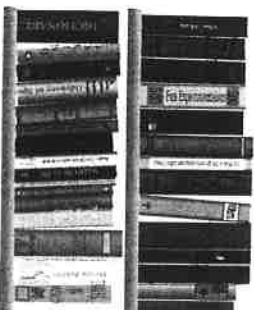
You can designate the West Grey Public Library as a beneficiary of your RRSP/RRIF.

Gifts of Life Insurance

A gift of life insurance is an affordable way to transform small premium payments or an existing life insurance policy into a significant gift to benefit the West Grey Public Library, and it offers tax benefits.

Book & DVD Donations

Your donations of gently used or new books, or DVDs in good condition go to the Friends of the Library's semi-annual book sale, where their sale brings in revenues to help us grow our collection and allow us to stretch the funds we use for collection development, benefiting the whole community.



In Honour or In Memoriam

Honour a loved one with a gift to the West Grey Library. This is a great way to celebrate a life milestone or other significant occasion or to pay tribute to one's memory while supporting the community.

When you honour a loved one with a gift to the Library, we will send them or their family a card letting them know of your gift.



Friends of the Library

Become a Friend of the West Grey Library! The Friends are volunteers from the area dedicated to promoting and enhancing the Library and the services it provides to the community. Among their many activities, the Friends deliver books for the Library's Homebound Program, and organize semi-annual book sales which fund several of our most popular programs, including take-away craft kits for all ages. For more information reach them through 519.369.2107 or friends@westgreylibrary.com

Volunteering

If you are looking for volunteer hours or just want to provide meaningful help a few hours a week, stop by the Library and pick up a form to become a volunteer at your preferred branch.

West Grey Public Library

Policy Title: Financial Control Oversight

Policy Number: GOV-07

Initial Approval Date: December 20, 2019

Last Revision Date: June 12, 2024

Next Review Date: May 2027

The West Grey Public Library Board is accountable to the community for the West Grey Public Library financial affairs. The West Grey Public Library Board must ensure adequate controls are in place to manage finances and see that the West Grey Public Library has adequate resources to deliver service and fulfill its mission. This policy sets out the West Grey Public Library Board's financial practices.

Section 1: Accountability

1. Financial year.

The financial year of the West Grey Public Library shall terminate on the 31st day of December in each year.

2. Bank accounts.

In accordance with the **Public Libraries Act**, R.S.O. 1990, c. P44 s. 15(4b), the treasurer shall open an account or accounts in the name of the West Grey Public Library Board in a chartered bank, trust company or credit union approved by the West Grey Public Library Board.

3. Signing Officers

- a) All cheques or other orders for the payment of money in the name of the West Grey Public Library shall be signed by two Municipal signing officers.
- b) The CEO shall be the signing officer for contracts with vendors and granting agencies.

4. Budget

- a) The West Grey Public Library Board, with the assistance of the CEO, shall develop an annual operating budget showing potential revenue from all sources (province, local, donations, self-generated) and proposed expenses for library operations.
- b) The West Grey Public Library Board, with the assistance of the CEO, may prepare a long-term capital budget which supports the library's approved long-term goals.
- c) The Annual Operating and Capital budgets shall be approved at a meeting of the library board.

West Grey Public Library

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Policy Number: GOV-07

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5. Estimates

- d) In accordance with the *Public Libraries Act*, s. 24(1), the West Grey Public Library Board shall submit to council, annually on or before the date and in the form specified by West Grey Municipal Council, estimates of all sums required during the year.
- e) The West Grey Public Library Board will provide sufficient information to support the estimates.

Section 2: Financial Responsibilities of Chief Executive Officer (CEO)

1. The CEO will submit a copy of the audited financial statement to the provincial Ministry responsible for libraries as part of the requirement to complete the Public Library Operating Grant (PLOG) application, if required or upon Ministry request.
2. The CEO is authorized to operate the West Grey Public Library within the approved budget and shall authorize payments of all invoices and payroll within the budgeted amounts.
3. The CEO may apply for any grants deemed appropriate for the operations of the library.
4. The CEO may accept donations of cash, in-kind, or materials to support the operations of the library.
5. The CEO will be the treasurer for the West Grey Public Library Board and report on the library finances.
 - a) If the Library Board uses the services of the municipality, there must still be a separate bank account in the name of the library board (as outlined in the *Public Libraries Act*). The Ministry will use this specific bank account to deposit any provincial funding for the library (e.g. Public Library Operating Grant, Pay Equity Downpayment funding).
 - b) If the Library Board uses the services of the municipality, the Library CEO can still be the treasurer for the library board, especially if they are the one presenting the financial statements at the library board meeting.

West Grey Public Library

Policy Title: Financial Control Oversight

Policy Number: GOV-07

Initial Approval Date: December 20, 2019

Last Revision Date: June 12, 2024

Next Review Date: May 2027

Section 3: Financial Monitoring

1. The West Grey Public Library Board monitors the finances to ensure that the ongoing financial position of the West Grey Public Library is consistent with the priorities approved by the West Grey Public Library Board. The West Grey Public Library Board shall monitor the financial report as prepared by the treasurer, quarterly.
2. In accordance with the **Public Libraries Act**, s. 24(7), the accounts of the West Grey Public Library Board shall be audited, by a person appointed under section 296 of the **Municipal Act**, S.O. 2001, c. 25 and submitted to the West Grey Municipal Council annually by the date specified approved of by the West Grey Municipal Council..”
3. An audit may also be undertaken, upon the death, resignation, dismissal or other termination of the treasurer of the West Grey Public Library Board, and at such other times as the West Grey Public Library Board shall direct.

Section 4: Authorization of Reserve Accounts

1. The CEO may authorize the annual roll-over of any unused funds or interest into an Operating Reserve Account. The West Grey Public Library reserve accounts may not include annual provincial funding (PLOG or Pay Equity Downpayment) which must be spent on library services in the fiscal year received.
2. The library reserve accounts will be held by West Grey Council and will be credited with any interest earned on the fund balances.
3. West Grey Public Library Board resolution is required when requesting or recommending West Grey Council-held reserves be accessed, such as funds in the Development Charge reserves. The Finance Department and/or Council shall approve such requests, according to the municipal by-law.

West Grey Public Library

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Policy Number: GOV-07

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Section 6: Tangible Capital Assets

The library will follow the *Municipal Tangible Capital Assets Policy*, with the following library-specific guidelines and exceptions:

1. Responsibility

The Municipality will compile and maintain records and prepare reports for specific tangible capital assets related:

- Land and Land improvements for the library space
- Buildings and Building improvements for the library space
- Shelving and furniture
- Specialty and other equipment
- Computer hardware and software
- Resource materials, collections

2. Threshold

Tangible Capital Assets will be capitalized when the individual unit cost meets or exceeds the following thresholds:

- Shelving and furniture: \$5,000
- Specialty and other equipment: \$5,000
- Computer hardware & software: \$5,000
- Resource materials: no threshold

Tangible Capital Assets that have a useful life of greater than one year but a per unit cost that is less than the thresholds will be expensed in the year of purchase unless it is an asset that is included in an asset pool. These assets may be tracked for asset management purposes.

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3. Useful life

Useful life is the estimate of the period over which a tangible capital asset is expected to provide services. The life of a tangible capital asset may extend beyond its estimated useful life. As a guideline, assets should be amortized over the following life spans:

- Shelving: 25 years
- Furniture: 10 years
- Specialty and other equipment: 10 years
- Computer hardware 3 years:
- Computer software (office): 3 years
- Computer software (ILS): 10 years
- Resource materials, collections: 7 years

4. Disposals:

Under PS3150, the difference between the net proceeds on disposal of a tangible capital asset and the net book value of the asset should be accounted for as a revenue or expense in the statement of operations. Disposals of tangible capital assets in the accounting period may occur by sale, trade-in destruction, loss or abandonment. Such disposals represent a reduction in the Library's investment in tangible capital assets, regardless of how that investment is reported.

Related Documents:

West Grey Public Library Board. ***BL 01 - Terms of Reference of Officers***

Municipal Act, S.O. 2001, c. 25

Public Libraries Act, R.S.O. 1990, c. P44

West Grey Public Library

Policy Title: Succession Planning

Policy Number: GOV-12

Initial Approval Date: June 14, 2019

Last Revision Date: June 12, 2024

Next Review Date: May 2027

An effective library board is comprised collectively of people who have the knowledge, the skills and background necessary to govern with excellence and to lead the library in the realization of its mission, vision and strategic plan. This policy sets out the requirements for recruiting West Grey Public Library Board members and planning for board succession.

1. The West Grey Public Library Board recognizes that the ***Public Libraries Act***, R.S.O. 1990, c. P44, s. 10 (4) states that “the first appointments of members of a new Board shall be made at a regular meeting of Council”. To support the appointment process, the West Grey Public Library Board will collaborate with the West Grey Municipal Council on a preliminary selection process.
2. The West Grey Public Library Board will:
 - a) begin the search for potential successors six months prior to the end of the current term
 - b) review the effectiveness of the West Grey Public Library Board in governing and accomplishing the strategic plan
 - c) solicit input from the library Chief Executive Officer (CEO)
 - d) match the needs of the West Grey Public Library Board with the expertise and interests of the current members and identify the gaps that will need to be filled
 - e) create a list of selection criteria for candidates based on the current strategic plan and give it to the West Grey Municipal Council as a guide for their selection
 - f) identify suitable candidates and solicit their willingness to serve
3. Potential candidates will be provided with briefing materials and information about library governance and services, which may include:
 - a) information on the vision, mission and values of the library
 - b) information on the role, structure, code of conduct and function of the West Grey Public Library Board
 - c) an introduction to the ***Public Libraries Act***
 - d) an introduction to the bylaws and governance policies

Related Documents:

Public Libraries Act, R.S.O. 1990, c. P44