

West Grey Public Library Board

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

Agenda

September 11, 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. Correspondence
 - 4.1. Integrity Commissioner Services for Board Members
5. Board Training – review the following topics in your binder.
 - 5.1. Board relationship with Council
 - 5.1.1. Review library board and council collaboration
 - 5.1.2. Relationship between board and council
 - 5.1.3. MoU with the Municipality
6. Minutes of June 12, 2024
 - 6.1. Moved by and seconded by THAT the West Grey Library Board minutes of June 12, 2024, be approved as presented.
7. Business arising from the minutes.
8. Board information package.
 - 8.1. Financial documents dated September 3, 2024.
 - 8.1.1. Moved by and seconded by THAT the West Grey Library Board accepts the financial documents as presented.
 - 7.2 Statistics
 - 7.2.1 Moved by and seconded by THAT the West Grey Library Board accepts the statistical report as presented.
9. Chief Librarian's report
 - 9.1. Moved by and seconded by THAT the West Grey Library Board accepts the Chief Librarian's report as presented.
 - 9.2.

West Grey Public Library Board

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

10. Policy review and updates

- 10.1. OP-01 Privacy, Access to Information and Electronic messages
- 10.2. OP-06 Programming
- 10.3. OP-07 Internet Services Policy
- 10.4. OP-14 Information Services
- 10.5. OP-21 Working Alone Policy
- 10.6. OP-22 Work from Home Policy
- 10.7. VOL-01 Volunteer Policy

11. Report from Board and Council members.

12. Other business

- 12.1. Grey Highlands Library contract for 2025 – 2027
- 12.2. MoU with the Municipality
- 12.3. 2025 operational draft budget
- 12.4. 2025 capital draft budget

13. Open Board Discussion

14. *Closed session*

15. Next Meeting

- 15.1. Wednesday October 9, 2024, 6pm to be held at the Durham Branch.

16. Adjournment

Integrity Commissioner Services for Committee and Board Members

2 messages

Jamie Eckenswiller <clerk@westgrey.com>

Mon, Aug 19, 2024 at 1:02 PM

To: Kim Storz <Kim@westgreylibrary.com>, Heather Webb <hwebb@westgrey.com>

Hi Kim and Heather,

Can you advise your board/committee members that should they ever need conflict advice on any item on one of your meeting agendas, they may solicit such advice free of charge by contacting West Grey's integrity commissioners at postoffice@principlesintegrity.org or by calling 647-259-8697.

I appreciate your assistance with this.

Thank you,

Jamie Eckenswiller, AMP

Director of Legislative Services/Clerk

Municipality of West Grey

402813 Grey Road 4

RR 2 Durham, ON N0G 1R0

519-369-2200 ext. 229

www.westgrey.com || @OurWestGrey

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Kim Storz <Kim@westgreylibrary.com>

Tue, Aug 20, 2024 at 11:42 AM

To: Jamie Eckenswiller <clerk@westgrey.com>

Absolutely.
Thank you for the information Jamie.

Kim Storz
CEO / Chief Librarian
West Grey Public Library

West Grey Public Library Board Minutes

June 12, 2024
West Grey Public Library
Durham Branch

Present: Malcolm Beddoe, Scott Foerster, Doug Townsend, Samantha Mund, Geoffrey Shea, Stephen Townsend

Regrets: Yvonne Pelletier

1. Call to Order

The Chair called the meeting to order at 6:04 pm.

2. Agenda

Moved by Scott Foerster 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. Binders to be brought into September Board meeting.

5. Minutes of May 8, 2024

Moved by Stephen Townsend and seconded by Samantha Mund THAT the West Grey Library Board minutes of May 8, 2024, be approved as presented.

Carried.

6. Business arising from the minutes.

None

West Grey Public Library Board Minutes

June 12, 2024
West Grey Public Library
Durham Branch

7. Board information package

7.1. Financial documents (unaudited 2023-year end and unaudited reserves)

Moved by Doug Townsend and seconded by Geoffrey Shea THAT the West Grey Library Board accepts the financial documents as presented. Carried

8. Chief Librarian's report

Moved by Scott Foerster and seconded by Stephen Townsend THAT the West Grey Library Board approves the Chief Librarian's report as presented. Carried.

9. Policy review and updates

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

Moved by Doug Townsend and seconded by Geoffrey Shea THAT the West Grey Library Board accepts GOV-07 and GOV-12 as presented.

Carried.

10. Report from Board and Council Members

Council members reported that interviews for the CAO position were complete, and an offer had been made.

West Grey Public Library Board Minutes

June 12, 2024
West Grey Public Library
Durham Branch

11. Other Business

A member suggested that the Library be encouraged to apply annually to the Legion and to let the organization know when to expect the application

12. Open Discussion

Discussion regarding Save the Hospital signs.

13. *Closed session*

Moved by Samantha Mund and seconded by Stephen Townsend
THAT the West Grey Library Board move into closed session at
6:45pm.

Carried.

Moved by Samantha Mund and seconded by Stephen Townsend
THAT the west Grey Public Library Board hereby returns to open
session at 7:49 pm.

Carried.

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

West Grey Public Library Board Minutes

June 12, 2024
West Grey Public Library
Durham Branch

14. **Next Meeting** – Wednesday, September 11, 2024, **6pm** to be held at the Durham Branch.
15. **Adjournment: Motion to adjourn** at 7:49 pm by ?

Chair:

Date:

DRAFT

MUNICIPALITY OF WEST GREY
LIBRARY - WEST GREY



GL5410

Date : Sep 03, 2024

Page : 1

Time : 2:20 pm

For Period Ending 31-Aug-2024

	CURRENT	CURRENT	VARIANCE \$	VARIANCE %
	YEAR TO DATE	BUDGET		
LIBRARY				
OPERATING REVENUES				
Transfer from Reserves	0.00	(700.00)	(700.00)	0.00
Grants Province	0.00	(24,190.00)	(24,190.00)	0.00
West Grey Levy	0.00	(554,103.00)	(554,103.00)	0.00
Prov Revenue - Connectivity	0.00	(800.00)	(800.00)	0.00
Donations	(5,731.69)	0.00	5,731.69	0.00
Library Revenue	(127.00)	(1,250.00)	(1,123.00)	10.16
Service Fees Revenue	(1,097.80)	(1,250.00)	(152.20)	87.82
Total OPERATING REVENUES	(6,956.49)	(582,293.00)	(575,336.51)	1.19
OPERATING EXPENSES				
Wages	228,370.84	349,202.00	120,831.16	65.40
Benefits	58,474.64	76,708.00	18,233.36	76.23
Materials & Supplies	89.99	500.00	410.01	18.00
Office Supplies	4,191.99	4,500.00	308.01	93.16
Volunteer Recognition	335.67	500.00	164.33	67.13
General Memberships	275.00	600.00	325.00	45.83
Advertising	722.65	1,000.00	277.35	72.27
Building Maintenance	3,256.75	6,000.00	2,743.25	54.28
Mileage/Courier	1,062.87	3,000.00	1,937.13	35.43
Copier Lease	1,576.24	2,080.00	503.76	75.78
Program Development	6,521.84	6,000.00	(521.84)	108.70
ILLO Expense	103.64	312.00	208.36	33.22
E-Resources	12,609.64	12,138.00	(471.64)	103.89
KOHA Support	4,611.77	5,200.00	588.23	88.69
IT Support	0.00	3,000.00	3,000.00	0.00
Hardware	2,628.76	6,400.00	3,771.24	41.07
Software	1,774.05	5,000.00	3,225.95	35.48
Book Processing Fee	2,682.59	3,425.00	742.41	78.32
Books	20,121.71	25,000.00	4,878.29	80.49
Collections	1,326.72	3,000.00	1,673.28	44.22
Conference/Training	1,586.37	3,500.00	1,913.63	45.32
Security	835.90	1,560.00	724.10	53.58
Library Board	0.00	19,855.00	19,855.00	0.00
Total OPERATING EXPENSES	353,159.63	538,480.00	185,320.37	65.58
BRANCH EXPENSES				
NEUSTADT BRANCH EXPENSES	7,115.87	9,675.00	2,559.13	73.55
NORMANBY BRANCH EXPENSES	6,786.52	8,890.00	2,103.48	76.34
DURHAM BRANCH EXPENSES	15,942.49	25,248.00	9,305.51	63.14
Total BRANCH EXPENSES	29,844.88	43,813.00	13,968.12	68.12
Total LIBRARY	376,048.02	0.00	(376,048.02)	0.00



For Period Ending 31-Aug-2024

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
LIBRARY				
Total Office Supplies	4,191.99	4,500.00	308.01	93.16
Volunteer Recognition				
2-5-4000-2012 Volunteer Recognition Durham	335.67	500.00	164.33	67.13
Total Volunteer Recognition	335.67	500.00	164.33	67.13
General Memberships				
2-5-4000-2020 Lib General Memberships	275.00	600.00	325.00	45.83
Total General Memberships	275.00	600.00	325.00	45.83
Advertising				
2-5-4000-2013 Lib Advertising Durham	722.65	1,000.00	277.35	72.27
Total Advertising	722.65	1,000.00	277.35	72.27
Building Maintenance				
2-5-2000-2015 Lib Bldg Maintenance Neustadt	181.13	0.00	(181.13)	0.00
2-5-4000-2015 Lib Bldg Maintenance Durham	3,075.62	6,000.00	2,924.38	51.26
Total Building Maintenance	3,256.75	6,000.00	2,743.25	54.28
Mileage/Courier				
2-5-4000-2021 Courier Mileage/Compensation	1,062.87	3,000.00	1,937.13	35.43
Total Mileage/Courier	1,062.87	3,000.00	1,937.13	35.43
Copier Lease				
2-5-4000-2022 Lib. Durham Copier Lease	1,576.24	2,080.00	503.76	75.78
Total Copier Lease	1,576.24	2,080.00	503.76	75.78
Program Development				
2-5-4000-2023 Program Development Durham	6,521.84	6,000.00	(521.84)	108.70
Total Program Development	6,521.84	6,000.00	(521.84)	108.70
ILLO Expense				
2-5-4000-2019 Lib ILLO Expense	103.64	312.00	208.36	33.22
Total ILLO Expense	103.64	312.00	208.36	33.22
E-Resources				
2-5-4000-2026 Library E-Resources (Overdrive/e-book)	12,609.64	12,138.00	(471.64)	103.89
Total E-Resources	12,609.64	12,138.00	(471.64)	103.89
KOHA Support				
2-5-4000-2027 Library - KOHA support	4,611.77	5,200.00	588.23	88.69
Total KOHA Support	4,611.77	5,200.00	588.23	88.69
IT Support				
2-5-4000-2028 Library - IT support	0.00	3,000.00	3,000.00	0.00
Total IT Support	0.00	3,000.00	3,000.00	0.00
Hardware				
2-5-4000-2035 Library Hardware - Computer Purchase	2,628.76	6,400.00	3,771.24	41.07
Total Hardware	2,628.76	6,400.00	3,771.24	41.07
Software				

MUNICIPALITY OF WEST GREY
LIBRARY - WEST GREY



GL5410

Date : Sep 03, 2024

Page : 1
 Time : 2:19 pm

For Period Ending 31-Aug-2024

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
LIBRARY				
OPERATING REVENUES				
Transfer from Reserves				
2-4-4000-3076 Transfer From Reserves	0.00	(700.00)	(700.00)	0.00
Total Transfer from Reserves	0.00	(700.00)	(700.00)	0.00
Grants Province				
2-4-4000-5300 Grants Province	0.00	(24,190.00)	(24,190.00)	0.00
Total Grants Province	0.00	(24,190.00)	(24,190.00)	0.00
West Grey Levy				
2-4-0900-5302 Grants/Levies West Grey	0.00	(554,103.00)	(554,103.00)	0.00
Total West Grey Levy	0.00	(554,103.00)	(554,103.00)	0.00
Prov Revenue - Connectivity				
2-4-4000-5310 Lib Prov Revenue - Connectivity	0.00	(800.00)	(800.00)	0.00
Total Prov Revenue - Connectivity	0.00	(800.00)	(800.00)	0.00
Donations				
2-4-2000-5350 Library Donations Neustadt	(0.25)	0.00	0.25	0.00
2-4-3000-5350 Library Donations Normanby	(6.00)	0.00	6.00	0.00
2-4-4000-5350 Library Donations Durham	(2,893.80)	0.00	2,893.80	0.00
2-4-4000-6500 Library Donations - Friends of Library	(1,731.64)	0.00	1,731.64	0.00
2-4-5000-5350 Lib. Brd Rev.-Child.Prog. Donations	(1,100.00)	0.00	1,100.00	0.00
Total Donations	(5,731.69)	0.00	5,731.69	0.00
Library Revenue				
2-4-4000-5410 Library Revenue Durham	(127.00)	(1,250.00)	(1,123.00)	10.16
Total Library Revenue	(127.00)	(1,250.00)	(1,123.00)	10.16
Service Fees Revenue				
2-4-2000-5411 Library Rev Service Fees Neustadt	(2.75)	0.00	2.75	0.00
2-4-3000-5411 Library Rev Service Fees Normanby	(41.25)	0.00	41.25	0.00
2-4-4000-5411 Library Rev Service Fees Durham	(1,053.80)	(1,250.00)	(196.20)	84.30
Total Service Fees Revenue	(1,097.80)	(1,250.00)	(152.20)	87.82
Total OPERATING REVENUES	(6,956.49)	(582,293.00)	(575,336.51)	1.19
OPERATING EXPENSES				
Wages				
2-5-4000-1010 Lib Wages Durham	228,370.84	349,202.00	120,831.16	65.40
Total Wages	228,370.84	349,202.00	120,831.16	65.40
Benefits				
2-5-4000-1015 Lib Benefits Durham	58,474.64	76,708.00	18,233.36	76.23
Total Benefits	58,474.64	76,708.00	18,233.36	76.23
Materials & Supplies				
2-5-4000-2010 Lib Durham FOL Supplies	89.99	0.00	(89.99)	0.00
2-5-4000-2029 Library COVID Expenses	0.00	500.00	500.00	0.00
Total Materials & Supplies	89.99	500.00	410.01	18.00
Office Supplies				
2-5-4000-2011 Lib Office Supplies Durham	4,191.99	4,500.00	308.01	93.16

MUNICIPALITY OF WEST GREY
LIBRARY - WEST GREY



For Period Ending 31-Aug-2024

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
LIBRARY				
2-5-4000-2036 Library Software - database,website,et	1,774.05	5,000.00	3,225.95	35.48
Total Software	1,774.05	5,000.00	3,225.95	35.48
Book Processing Fee				
2-5-4000-2043 Lib. Durham Book Processing Fees	2,682.59	3,425.00	742.41	78.32
Total Book Processing Fee	2,682.59	3,425.00	742.41	78.32
Books				
2-5-4000-2044 Lib Purchase Books Durham	20,121.71	25,000.00	4,878.29	80.49
Total Books	20,121.71	25,000.00	4,878.29	80.49
Collections				
2-5-4000-2045 Lib Collections-DVDs, periodicals,etc	1,326.72	3,000.00	1,673.28	44.22
Total Collections	1,326.72	3,000.00	1,673.28	44.22
Conference/Training				
2-5-4000-2077 Lib Durham Conference/Training	1,586.37	3,500.00	1,913.63	45.32
Total Conference/Training	1,586.37	3,500.00	1,913.63	45.32
Security				
2-5-4000-2051 Library - Security Expense	835.90	1,560.00	724.10	53.58
Total Security	835.90	1,560.00	724.10	53.58
Library Board				
2-5-5000-3010 Library Other Pymts Grey Highlands	0.00	16,455.00	16,455.00	0.00
2-5-5000-3011 Admin Costs West Grey	0.00	3,400.00	3,400.00	0.00
Total Library Board	0.00	19,855.00	19,855.00	0.00
Total OPERATING EXPENSES	353,159.63	538,480.00	185,320.37	65.58
BRANCH EXPENSES				
NEUSTADT BRANCH EXPENSES				
2-5-2000-2008 Lib Utilities Water/Sewer Neustadt	296.35	603.00	306.65	49.15
2-5-2000-2009 Lib Utilities Heat Neustadt	1,266.11	2,600.00	1,333.89	48.70
2-5-2000-2014 Lib Utilities Hydro Neustadt	347.15	832.00	484.85	41.72
2-5-2000-2016 Lib Telephone/Fax Neustadt	186.14	416.00	229.86	44.75
2-5-2000-2017 Lib Internet Neustadt	818.79	936.00	117.21	87.48
2-5-2000-2025 Lib Insurance Neustadt	2,620.98	2,000.00	(620.98)	131.05
2-5-2000-2050 Lib Neustadt Lot/Grass Maintenance	552.56	728.00	175.44	75.90
2-5-2000-3011 Lib Contract Labour Neustadt	1,027.79	1,560.00	532.21	65.88
Total NEUSTADT BRANCH EXPENSES	7,115.87	9,675.00	2,559.13	73.55
NORMANBY BRANCH EXPENSES				
2-5-3000-2008 Lib Utilities Water/Sewer Normanby	92.61	182.00	89.39	50.88
2-5-3000-2009 Lib Utilities Heat Normanby	1,273.36	1,976.00	702.64	64.44
2-5-3000-2014 Lib Utilities Hydro Normanby	529.51	1,248.00	718.49	42.43
2-5-3000-2016 Lib Telephone/Fax Normanby	303.53	416.00	112.47	72.96
2-5-3000-2017 Lib Internet Normanby	845.33	988.00	142.67	85.56
2-5-3000-2025 Lib Insurance Normanby	2,620.98	2,000.00	(620.98)	131.05
2-5-3000-2050 Lib Nby Lot/Grass Maintenance	307.11	520.00	212.89	59.06
2-5-3000-3011 Lib Contract Labour Normanby	814.09	1,560.00	745.91	52.19
Total NORMANBY BRANCH EXPENSES	6,786.52	8,890.00	2,103.48	76.34
DURHAM BRANCH EXPENSES				
2-5-4000-2008 Lib Utilities Water/Sewer Durham	330.24	728.00	397.76	45.36



For Period Ending 31-Aug-2024

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
LIBRARY				
2-5-4000-2009 Lib Utilities Heat Durham	1,208.13	1,456.00	247.87	82.98
2-5-4000-2014 Lib Utilities Hydro Durham	3,465.35	3,744.00	278.65	92.56
2-5-4000-2016 Lib Telephone/Fax Durham	1,324.83	1,560.00	235.17	84.93
2-5-4000-2017 Lib Connectivity/Internet	1,765.88	5,720.00	3,954.12	30.87
2-5-4000-2025 Lib Insurance Durham	2,620.97	2,000.00	(620.97)	131.05
2-5-4000-2050 Lib Durham Lot/Grass Maintenance	380.33	1,040.00	659.67	36.57
2-5-4000-3011 Lib Durham Contract Wages	4,846.76	9,000.00	4,153.24	53.85
Total DURHAM BRANCH EXPENSES	15,942.49	25,248.00	9,305.51	63.14
Total BRANCH EXPENSES	29,844.88	43,813.00	13,968.12	68.12
Total LIBRARY	376,048.02	0.00	(376,048.02)	0.00



WGPL Usage Statistics

CIRCULATION STATISTICS

2024													Total	YTD
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2023	2024
AYT	252	255	166	232	212	139	169	203					2,305	1,628
DUR	3,459	2,683	2,985	3,604	2,908	2,862	3,570	3,174					36,343	25,245
NEU	340	258	245	189	220	240	442	370					4,286	2,304

VISITS STATISTICS

2024													Total	YTD
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2023	2024
AYT	81	93	96	162	74	83	122	101					1,163	812
DUR	1,686	1,513	1,686	1,733	1,765	1,596	2,077	1,687					18,667	13,743
NEU	94	86	110	81	103	93	111	140					1,255	818

NEW CARDS

2024													Total	YTD
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2023	2024
AYT	2	5	1	7	-	4	4	3					32	26
DUR	32	34	34	31	33	29	43	40					376	276
NEU	3	3	6	1	2	2	2	6					36	25

COMPUTER USAGE

2024													Total	YTD
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2023	2024
AYT	6	11	7	12									76	36
DUR	67	68	126	109	113	89	217	107					1,089	896
NEU	1	1	-	-	-	-	3	1					28	6

WIFI USAGE

2024													Total	YTD
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2023	2024
AYT	7	6	6	13	13	8	10	6					161	69
DUR	94	117	197	169	170	153	200	182					1,502	1,282
NEU	4	1	6	-	11	5	3	8					53	38

E-RESOURCES STATISTICS

2024													Total	YTD
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2023	2024
FACEBOOK FOLLOWERS	1,000	1,000	1,000	1,025	1,066	1,071	1,071	1,083					858	8,316
INSTAGRAM FOLLOWERS	643	651	660	666	678	684	688	694					607	5,364
KANOPY VISITS	1,858	1,273	1,217	1,240	1,552	1,244	1,002	872					10,900	10,258
WEBSITE VIEWS	4,345	3,008	2,455	2,168	1,921	2,267	1,930	1,854					26,711	19,948
DIGITAL NEWSPAPER	-	-	-	-	202	205	182	228					3,990	817
NEWSLETTER - ADULT	1162	1162	1167	1,179	1,186	1,182	1,196	1,199					-	9,433
NEWSLETTER - GENERAL	1115	1115	1121	1,136	1,144	1,145	1,162	1,167					-	9,105
NEWSLETTER - YOUTH	1113	1113	1115	1,127	1,131	1,024	1,144	1,147					-	8,914

LIBBY CIRCULATION STATISTICS

2024													Total	YTD
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2023	2024
E-BOOKS	725	761	714	893	1,040	755	1,051	1,065					7,337	7,004
E-AUDIOBOOKS	656	608	632	692	713	704	719	683					6,945	5,407
NEW MEMBERS	21	14	13	9	11	12	16	12					121	108

Chief Librarian/CEO Report
September 11, 2024

1. Administration

Had a meeting with Michele, West Grey's new CAO on Thursday August 29, and we also toured the three branches. Looking forward to continuing building this relationship.

Completing registration for our online account with CanadaHelps; once completed we will promote this new avenue for fundraising and a section will be added to our website.

A new Development charges study is underway.

2024/2025 Public Library Operating, Pay Equity and First Nation Salary Supplement Grant (PLOG) grant application is now available and is due by the middle of October. I will be working on it over the next week or so.

We are thrilled to have been accepted for the 2024 Ontario Library Service Virtual Conference's "5 Perspectives" Lightning Talk on October 23rd. This is our 2nd year being chosen.

The South Grey Library CEOs have met twice this summer, and we are working on a few items that we can collaborate on, including an inter-library system sharing of book club sets and a major program collaboration. More news to come!!

2. Operational updates

Child & Youth Programming – Kayla

Summer 2024 was the biggest summer ever for the West Grey Public Library!

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Our kick-off programs in June were very successful, with 600 people attending our Touch-A-Truck event, and 150 people attending our animal show.

Our summer programming started at the beginning of July through the end of August, and we offered 108 child and youth programs to our community. Our most popular programs were scavenger hunts, Storytimes, Little Scientists, Little Kindness Club, and the summer reading passport program.

We had a total number of 2200 participants at our programs offered in June, July and August.

We're grateful to many local businesses that donated generously and made possible the quality and amount of our programs and prizes.

Adult Programming – Kimm

After a quiet summer used for preparation for fall, we have had good response to building community awareness and with a couple of special events.

Saturday, Sept 14 is our FBI: Fix Broken Items, the Library's version of the Repair Café (trademark issues). We are partnering with Earth Works Grey Bruce, and Farlow's Home Hardware is our sponsor. Farlow's is using their electronic sign to promote the event.

Plans for our library month event on Saturday, Oct 5th, For the Love of Reading: a day celebrating stories, books and authors of Ontario are almost complete. Our local authors' book sale is full, as is our author spotlight. Our author panel is in place and both author visits, including a featured visit from Dan Needles, award-winning playwright and author of

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the Wingfield stories and Finding Larkspur: A Return to Village Life, have been confirmed. Now we need more audience members! - hope to see all the board members there. Tickets \$15 per literary event or \$60 for the entire day, which includes Literary Fare, the evening meal (serving as fundraiser).

We visited Garafraxa Homes, local non-profit housing, for their barbeque on August 8th, and are scheduled for a visit with Silver Threads in mid-September. Kimm will attend the Horticultural Society's November AGM. We continue to seek opportunities to present information about our Library and its programs and services, so if you know any organization that invites speakers, let us know.

We have renewed our commitment to Biindigin, the Indigenous series, for another four sessions. Our elder-in-residence, Oji-Cree Metis Elder Diane Owen, continues to guide this program. Our historian-in-residence, Mat Johnson, is leading two sessions in the fall, an Historic Hike (similar to the very popular session offered in June) and Battlefield Medicine, to mark Remembrance Day. Mat is also investigating the possibility of a ghost walk in town and a history-related fundraiser. Stay tuned. Jackie, our gardener-in-residence, has provided the writing and talent for a series of videos that accompany our seed library (and which will be featured in a programming presentation by Jessica at the virtual library conference at the end of October). Alanna, our author/publisher-in-residence, is on the authors' panel for our literary event, and Nikki, our Environmentalist-in-residence, is co-ordinating volunteers for the repair café, so all in-residence talent is actively involved in programming, as well as their monthly visits to Durham.

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3. Staff

Council directed staff to enter a contract with ML consulting, to a maximum of \$30,000, to conduct a comprehensive compensation review for municipal staff (including library staff) and council. The compensation review is expected to be completed by October 2024.

Mohawk College placement student has started. Cindy will be working with us until October 17.

West Grey Public Library

Policy Title: Privacy, Access to Information and Electronic messages under CASL

Policy Number: OP-01

Initial Approval Date: Nov 2017

Last Revision Date: Dec 2020

Next Review Date: Sep 2024

The West Grey Public Library recognizes that all visitors have the right to privacy and confidentiality regarding their use of the library's services, collections and online spaces and the collection of personal information. In matters related to privacy and access to information, the West Grey Public Library is guided by the Ontario ***Municipal Freedom of Information and Protection of Privacy Act***, R.S.O. 1990, c. M.56, known commonly as (MFIPPA).

Section 1: The Library and Privacy

The West Grey Public Library Board will protect the privacy of all individuals' personal information in its custody or control, in keeping with the privacy provisions of MFIPPA and other applicable legislation.

1. Collection of Information

- a) Personal information is defined in ***Municipal Freedom of Information and Protection of Privacy Act***, R.S.O. 1990, c. M56 (MFIPPA), in part, as "recorded information about an identifiable individual." This could include, in the library context, information on a user's borrowing habits, as well as information related to computer use, including sign-up sheets and information on Internet use and holds to name a few.
- b) The West Grey Public Library collects the following identifiable pieces of information:
 - name, address, telephone number and email address of each registered library user
 - information about items that individual library user has borrowed, or items placed on hold
 - information about fines
 - information about public meeting room space booked by a specific individual
 - information about programs an individual has registered to attend
 - information with regard to an individual booking a public computer and related search histories
 - information about an individual's requests for material through interlibrary loan, part of a provincial interlibrary loan network, some of this information resides on servers in other places and the library cannot definitely guarantee the use of this information.

West Grey Public Library

Policy Title: Privacy, Access to Information and Electronic messages under CASL

Policy Number: OP-01

Initial Approval Date: Nov 2017

Last Revision Date: Dec 2020

Next Review Date: Sep 2024

- c) The library collects comment forms, requests for material reconsiderations and correspondence from individual users. All correspondence received is part of the Board's public documents except for correspondence related to personnel or property issues which would be treated as confidential and handled in an in-camera library board session.
- d) The library system collects images and video clips through security cameras. Images are only used to ensure the security and safety of staff and individuals using the library.
- e) Personal information may be given in any of three formats – in person, in writing, electronically – and this privacy policy covers all three circumstances.

2. Use of Information

- a) The collection of personal information is limited to that which is necessary for the administration of the library and the provision of library services and programs
- b) The purposes for which personal information is collected from an individual is identified by the library at, or before, the time the information is collected, and consent is given by the individual at that time.
- c) Using personal information for other purposes than originally intended is not permitted by MFIPPA. If the library wishes to use a patron's personal information for a purpose that is not consistent for which it was originally obtained or compiled, it must first acquire the patron's written consent to use the personal information for that new purpose.

3. Disclosure of Information

- a) The Library *will not* disclose personal information related to a visitor or library user to any third party without obtaining consent to do so, subject to certain exemptions as provided in section 32 of MFIPPA. Disclosure is permitted in some situations, including the following:
 - The Library will disclose personal information to a parent or guardian of a person up to sixteen (16) years of age who exercises the right of access to the child's personal information in the user or circulation databases.

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- b) The Library *may* also disclose information in accordance with the exemptions provided in section 32 of MFIPPA, including:
- Subsection (g), disclosure to an institution or a law enforcement agency in Canada to aid an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result;
 - Subsection (i), disclosure under compassionate circumstances, to facilitate contact with the spouse, a close relative or a friend of an individual who is injured, ill or deceased;

4. Retention of Information

- a) The Library *will not* retain any personal information related to the items borrowed or requested by a user, or pertaining to a user's on-line activity, longer than is necessary for the provision of library services and programs. The retention of personal information includes the following situations:
- Personal information regarding library transactions is retained in the user database as long as the circulation record exists.
- b) Personal records of all users who have not used their cards in the previous three (3) years and do not have outstanding fines are purged on an annual basis. The Library *may* retain personal information related to library functions or services as described below, when users voluntarily opt in to do so; for example, in order to enhance or personalize library functions or services.
- The personal information and borrowing history of Outreach users are retained with their permission. This is done in order to assist staff in selecting and delivering materials for the user.

5. Responsibility for privacy

- a) The board is responsible for personal information under its control and designates the Chief Executive Officer (CEO) as the individual accountable for the library's compliance with legislation. The CEO ensures that the policy with respect to collection, use and disclosure of information is followed.

West Grey Public Library

Policy Title: Privacy, Access to Information and Electronic messages under CASL

Policy Number: OP-01

Initial Approval Date: Nov 2017

Last Revision Date: Dec 2020

Next Review Date: Sep 2024

- b) All West Grey Public Library employees will be made aware of the importance of maintaining the confidentiality of personal information.
- c) Any library user who feels their privacy has not been protected may challenge library practices with the CEO. A library user whose challenge is not satisfied with the result, may appeal to the Library Board, maintaining that either the current policy has been violated or that the current policy needs to be changed in order to address a perceived issue.
- d) A breach is any unauthorized or illegal collection, use, or disclosure of personal information. In the event of a breach the CEO or her/his designate will:
 - Contain the breach and repatriate the information
 - Assess the severity of the breach
 - Notify affected parties and the Information and Privacy Commissioner as required
 - Investigate the cause of the breach
 - Implement corrective actions

Section 2: The Library and Access to Information

1. The West Grey Public Library is committed to making access to information about the operations of the library available to the public. Board agendas and minutes, annual reports, policies and a variety of other information are made a matter of public record through the Library website and through Library publications. In accordance with the *Public Libraries Act* the public can inspect any records that the board's secretary has on file except where exemptions are allowed under Section 6-16 of MFIPPA.
2. Responding to requests for other library information is a statutory obligation and will be completed promptly.
3. Upon request, an individual will be informed of the existence, use, and disclosure of his or her personal information, and be given access to that information. An individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

West Grey Public Library

Policy Title: Privacy, Access to Information and Electronic messages under CASL

Policy Number: OP-01

Initial Approval Date: Nov 2017

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4. All requests for information or for records, not publicly available, must be made in writing. The CEO will give written notice to the person making a request, as to whether or not access to the record or part of it will be given as prescribed in MFIPPA. Fees will be applied according to the Municipal Freedom of Information and Protection of Privacy Act R.R.O. 1990 Regulation 823.

Section 3: The Library and Electronic Messages under Canada's Anti-Spam Legislation

1. All electronic messaging sent by the library is consistent with Canada's Anti-Spam Legislation (CASL).
2. The library will ensure that all electronic messages clearly identify the:
 - subject of the communication
 - sender (West Grey Public Library)
 - the library's mail address and contact information.
 - way that an individual may "unsubscribe" from receiving further messages

At the time of registration for a library card, specific pieces of information are collected (see Section 1 above). Obtaining a library card implies the individual's consent to authorize the library to send electronic notifications regarding personal borrowing and transaction activities if an e-mail address was provided at the time of registration. Individuals may request not to receive electronic notifications although such an action may affect their ability to use the affected library services.

3. The library may, at times, use electronic means to promote services, share information, or announce special events. The library will provide an opportunity for individuals to sign up to receive such specific notifications and will seek the individual's consent before sending promotional electronic messages and notifications. The library will provide options to individuals to easily unsubscribe from these services or to change their preferences at any time.

Related Documents:

West Grey Public Library OP-12 - Circulation Policy

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56

Municipal Freedom of Information and Protection of Privacy Act R.R.O, 1990, Regulation 823

Information and Privacy Commissioner of Ontario. **What are the Privacy Responsibilities of Public Libraries?** 2002.

West Grey Public Library

Policy Title: Programming

Policy Number: OP-06

Initial Approval Date: Jan 16, 2012

Last Review Date: Mar 2021

Next Review: Sep 2024

Programming supports the mission of the library to stimulate imagination and inquiry. Programming provides information, invites public discussion, encourages curiosity and creativity and promotes literacy and reading. Programming promotes the services and resources of the library. This policy defines the provision of programs at the library.

1. Programs are defined as any group activity offered to the public that staff coordinate, plan and/or present.
2. Library sponsorship of a program does not constitute an endorsement of the content of the program, or the views expressed by presenters or participants.
3. The library shall:
 - a) make available a wide spectrum of opinions and viewpoints
 - b) select programs based on the interest and need of the community
 - c) use programs to promote interest in, and the benefits of, reading, literacy and lifelong learning
 - d) make programs available free of charge, except for fundraising events to benefit the library
 - e) limit program attendance based on safe use of space, or when the success of a program requires it
 - f) make programs open to all, based on a first-come, first-served basis, either with advanced registration or at the door
 - g) not offer programming that is purely commercial
 - h) regularly evaluate the planning and delivery of library programs
 - i) make available a process for user feedback and expressions of opinions/concerns about programs
4. The library may:
 - a) offer programs for children, young adults, adults and families
 - b) participate in cooperative programs with other agencies, organizations, institutions or individuals
 - c) sponsor programs in the library facility or outside of the library
 - d) promote programs through brochures, news releases, the library's website and other means as appropriate
 - e) allow presenters to display products or books for purchase

West Grey Public Library

Policy Title: Internet Services Policy

Policy Number: OP-07

Initial Approval Date: June 2016

Last Reviewed Date:

Next Review: Sep 2024

The West Grey Public Library Board endorses the use of the Internet as a source of information to complement traditional library collections and as a communication tool, connection individuals and communities. At the same time the Internet functions in an unregulated environment and, therefore, provides access to a wide variety of resources over which the West Grey Public Library has no control. This policy establishes the provision of public network services to access the Internet, acceptable use of these services by users, staff responsibilities, and consequences of inappropriate behaviour or illegal activity by users.

Section 1: Access to the Public Network

1. The library provides members of the public with Internet access through the library's networked desktop computers as well as through the library's wireless network which can be used with personal mobile devices.
2. Wired and/or wireless access to the Internet via public computers or users' personal devices is provided free of charge.
3. To ensure equitable access to the public network and efficient use of resources, the Library reserves the right to set time limits or ask users to limit their time on the library's public computers.

Section 2: Internet Filtering

1. The library does not use filtering software. It is the position of the Board that filtering technology is not effective in making the internet safer for children nor in preventing criminal activity. This access to, and use of, the public computer network is compatible with the West Grey Public Library position on Intellectual Freedom (FN-01, section 4)

Section 3: Use by Children

1. Children may access all information and use all facilities provided by the library. Children's access to the internet is compatible with the policy on Children in the Library (OP10) and the West Grey Public Library position on Intellectual Freedom (FN-01, section 4)

West Grey Public Library

Policy Title: Internet Services Policy

Policy Number: OP-07

Initial Approval Date: June 2016

Last Reviewed Date:

Next Review: Sep 2024

2. Parents and guardians are reminded that the restriction of a child's use of a library computer, including Internet and wireless access, is their responsibility. The library board accepts no responsibility for enforcing restrictions which a parent or guardian places on a child's use of the Internet.

Section 4: Acceptable Use of Technology in the Library

1. Users must be aware that computers and other devices, regardless of whether on the library's Internet service or not, are being used in public areas which is shared by people of all ages, backgrounds, and sensibilities. Some content is age-inappropriate for children. Some content may be offensive, objectionable and/or intimidating to other library patrons and/or staff. The staff reserve the right to redirect users whose activities on the public computers or their personal devices diminish the enjoyment of the library space by others.
2. Users should respect the privacy of other library patrons. However, library staff cannot guarantee privacy at the library workstations or when using personal mobile devices.
3. Users must respect the laws of Canada when using the public network. Use of the public network for illegal, actionable or criminal purposes is prohibited. Examples of such illegal activities include, but are not limited to, harassment or stalking, libel, illegal commerce or solicitation, "hacking" or tampering with other computer systems, viewing, downloading and/or printing child pornography. Users who violate the rules may have their library privileges suspended or be required to leave the library. Illegal use, within the definitions of federal or provincial legislation, will be reported to the police.
4. Users of the public network may not violate or circumvent copyright and other intellectual property rights and liability for infringement rests with the user. The library board shall follow fair dealing copyright principles and shall advise users of their legal responsibilities.
5. Users should use caution before providing personal information over the Internet. As the Internet is not a secure medium, third parties may be able to obtain information about users' activities. The library assumes no responsibility for Internet content or damages, directly or indirectly, arising from its website, online services, or from its connections through to other Internet services.

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Policy Title: Internet Services Policy

Policy Number: OP-07

Initial Approval Date: June 2016

Last Reviewed Date:

Next Review: Sep 2024

6. Users may not modify, or otherwise willfully damage, the library's computer equipment, software, or network.
7. To summarize the items contained in Section 4 of this policy, the library will post an "Acceptable Use Agreement" as a landing page for reviewing before using the library's Internet. Consequently, anyone not adhering to the 'Acceptable Use Agreement' will have their library privileges suspended and will be legally and financially responsible for damages.

Section 5: Library Responsibilities

1. The library proactively helps and promotes public access to quality information for all users. Library staff are available to assist with:
 - a. finding and evaluating the quality of an Internet site.
 - b. accessing the public workstations and personal devices
 - c. accessing the library's subscription e-resources and e-books
2. The library respects the right of users to privacy and confidentiality with regards to information sought or received and resources consulted, acquired, or transmitted.
3. Library computers are equipped with anti-virus software. However, the library does not take responsibility for the configuration, security or files on personal devices resulting from connection to the library's network. The board assumes no responsibility for the security and privacy of online transactions, as the Internet is not a secure medium and third parties may be able to obtain information about the user's activities. The library is not responsible for any damages sustained while using a personal device.

Related Documents:

West Grey Public Library. ***FN 04 - Foundation Policy section 4., Intellectual Freedom***

West Grey Public Library Policy. ***OP-01 – Privacy, Access to Information and Electronic Messages under CASL***

West Grey Public Library Policy. ***OP-19 – Library Code of Conduct (Public)***

West Grey Public Library Policy. ***OP-10 - Children Services***

West Grey Public Library Policy. ***OP-03 – Accessibility in the Library***

West Grey Public Library

Policy Title: Internet Services Policy

Policy Number: OP-07

Initial Approval Date: June 2016

Last Reviewed Date:

Next Review: Sep 2024

Appendix A: Acceptable Use Agreement

Acceptable Use Agreement

By using the Library's computers and public Internet network, you agree to the following:

- a) Users should view the use of the library's public Internet network, whether on the library's public computers or a personal device the same way as they view the use of any library space and should refrain from activities that disturb others in the library space.
- b) Users may not use the library Internet network to access, display, download, upload, print, forward, or e-mail materials considered as defamatory, discriminatory, obscene, or criminal in nature.
- c) Users may not violate or circumvent copyright and other intellectual property rights.
- d) Users may not misuse or abuse library computers or software.
- e) Users should keep personal files on external storage systems (such as a USB stick or in the Cloud). Any user-created files found on the library's computers will be removed.
- f) Users should not install any software on the library's computers or modify software installed by the library on the library's computers.

Users who are in the library but who are using their own electronic devices and using their own Internet service, should also refrain from activities that disturb others in the library space.

Users who violate the rules may have their library privileges suspended or be required to leave the library. Illegal use, within the definitions of federal or provincial legislation, will be reported to the police.

** This text will be used as a "landing/splash page" for users to enter the library's Internet network and a print copy placed near the public computer area.

West Grey Public Library

Policy Title: Information Services

Policy Number: OP-14

Initial Approval Date: Jul 2017

Last Revision Date: Nov 2017

Next Review Date: Sep 2024

The information services of the West Grey Public Library link people with resources to fulfil their informational, educational, cultural and recreational needs. This policy describes information services at the library and guides library staff when answering reference questions.

1. All users seeking information will be treated equally regardless of sex, age, ability and ethnicity. The library will provide welcoming spaces and library services to Indigenous peoples and share elements of First Nations culture with non-Indigenous persons.
2. The staff will respect and protect the confidential and private nature of requests for information.
3. The staff will answer all reference questions efficiently, accurately and as completely as possible and will be guided by the board's policy on Intellectual Freedom FN-04. All questions will be considered important and legitimate, unless it becomes clearly apparent that they are otherwise.
4. The staff will assist the user in finding information and will provide instruction on how to use library resources based upon the user's needs. The staff provide the following services:
 - a) **Quick reference:** These questions can usually be answered immediately using library and online resources.
 - b) **General reference:** These questions usually require a more in-depth process to arrive at a complete answer and may as a result require a mutually agreed upon timeframe to complete.
5. The staff will refer users to the inter-library loan service, other libraries, agencies and community resources, if it is not possible to find an answer using the library's own resources.
6. The extent of individual service to each person will depend on the number of users needing to be served. The following priorities will apply.
 - 1st priority - requests presented in person
 - 2nd priority - requests presented by telephone/voice mail
 - 3rd priority - requests sent in by mail/fax/e-mail

West Grey Public Library

Policy Title: Information Services

Policy Number: OP-14

Initial Approval Date: Jul 2017

Last Revision Date: Nov 2017

Next Review Date: Sep 2024

4th priority - requests received via the interlibrary loan network

7. Print and electronic reference collections are maintained by library with a focus on the currency and relevancy of the material, and in accordance with the West Grey Public Library OP-04 Collection Development Policy.
8. To assess and evaluate information services, and to comply with the requirements of the Annual Survey of Public Libraries, statistics on reference questions will be kept and analyzed.

Related Documents:

West Grey Public Library. ***OP – 01 Privacy, Access to Information and Electronic messages under CASL***

West Grey Public Library. ***OP – 04 Collection Development Policy***

West Grey Public Library. ***FN – 01 Foundation Policy section 4., Intellectual Freedom, section 5., Truth and Reconciliation and section 6., Diversity and Inclusion***

West Grey Public Library

Policy Title: Working Alone Policy

Policy Number: OP-21

Initial Approval Date: June 15, 2016

Last Review Date:

Next Review Date: Sep 2024

The West Grey Public Library Board is committed to providing a safe and healthy work environment for staff who work alone.

This policy will provide measures to protect the health and safety of and minimize the risk to any worker who works alone in any of the branches of the West Grey Public Library. This includes:

- coming in to work early or working late
- engaging in outreach activities
- in transit to or in any building being used for library purposes; including programs and other services offered by the library.

Scope

Working alone describes a situation where a person is the only worker in the library or other building being used for a library function, program or activity, residences of homebound patrons or where the worker does not have direct contact with a co-worker. The Library Board recognizes that staff safety is of the utmost importance and agrees that appropriate supports will be put in place for staff working alone. Library staff acknowledges that due to budget realities, working alone is a routine part of his/her duties.

Procedure

1. This policy is intended to meet the legal obligation described in the Ontario Occupational Health and Safety Act and Regulations, R.S.O. 1990, c. 0.1 (OHSA) imposes a legal duty on employers and on supervisors for ensuring the well-being of workers under their supervision and to take reasonable measures to protect their safety. The Board designates the Chief Executive Officer (CEO) as the supervisor, in accordance with OHSA.
2. The Board ensures that funding, time and resources are dedicated to training the staff in safety, security and emergency procedures.

West Grey Public Library

Policy Title: Working Alone Policy

Policy Number: OP-21

Initial Approval Date: June 15, 2016

Last Review Date:

Next Review Date: Sep 2024

3. The Board requires each individual staff member to take responsibility for his or her own health and safety, as well as that of the user. Each person will take initiative on health and safety issues and will work to solve problems and make improvements on an ongoing basis.
4. The Adult Services Librarian shall conduct regular occupational health and safety inspections of the workplace. This report is to be sent to the CEO for review.
5. The CEO shall take the following measure;
 - a) Facility-related problems (such as broken outside lighting) shall be raised with the Municipality and documented in writing.
 - b) On request, a check-in-procedure at closing time will be established for any staff person working alone.
 - c) Assess each facility/library/worksite to identify existing or potential hazards of working alone and implement measures to reduce risk.
6. Staff working alone shall take the following basic precautions;
 - a) All unused spaces should be locked.
 - b) Defective outside lighting shall be reported promptly to the CEO and reported to the Municipality for repair.
 - c) No tasks involving climbing or heavy lifting shall be undertaken.
 - d) The staff person shall work facing the public and carry a telephone with them.
 - e) Cash shall not be counted or left unattended in public areas.
 - f) Established opening and closing procedures shall be followed.
 - g) Working alone requires you to take charge of your own personal safety.
 - h) When leaving the building, scan the parking lot and make sure that it is safe to exit.
 - i) Carry your car keys in your hand. You can use them to set off the alarm in your car.
 - j) Park close to the building if possible.
 - k) Check your car to make sure that no one is in the back seat or under your car.

West Grey Public Library

Policy Title: Working Alone Policy

Policy Number: OP-21

Initial Approval Date: June 15, 2016

Last Review Date:

Next Review Date: Sep 2024

- l) Think about your escape route.
- m) Discuss any safety/security concerns with the CEO.
- n) Complete an incident report after a situation where you felt unsafe so this issue can be addressed.
- o) Identify any existing or potential hazards.

West Grey Public Library

Policy Title: Work from Home Policy

Policy Number: OP-22

Initial Approval Date: Feb 2021

Last Approved Date:

Next Review: Sep 2024

The purpose of this policy is to outline roles and responsibilities in situations where it is deemed prudent or preferable for Library staff to work from home, because:

- a. the decision has been made to temporarily suspend or curtail branch operations due to an emergency situation, such as severe weather or public health measures,
- b. the Library is in operation, but the health or safety of some health-vulnerable staff may be at risk by working in the community, and
- c. the CEO has determined that the work to be performed may be completed remotely with no compromise in quality.

Eligibility

Participation in a work from home arrangement is voluntary, and no employee shall be required to work from home.

Either an employee or the CEO can request a work from home arrangement.

Work from home can be an informal, short-term arrangement or a formal, long-term arrangement.

CEO approval is required prior to beginning a work from home arrangement. The CEO will evaluate the suitability of such an arrangement on a case-by-case basis, with particular attention to the following:

1. The CEO will assess the employee's job performance and determine whether it is suitable for a work from home arrangement.
2. The CEO will assess the job and determine if it is appropriate for a work from home arrangement.
3. The CEO will assess the employee's equipment needs at home, workspace design, and schedule to determine whether work from home is a viable alternative.

West Grey Public Library

Policy Title: Work from Home Policy

Policy Number: OP-22

Initial Approval Date: Feb 2021

Last Approved Date:

Next Review: Sep 2024

If the CEO approves the work from home arrangement, the following details must be agreed upon and should be put in writing prior to the start of the arrangement.

1. The duration of the arrangement.
2. The specific days the employee will work from home.
3. Hours of work.
4. Whether the arrangement will be short-term or long-term.
5. The work from home location.
6. Work objectives and expected results.
7. Safety and health responsibilities.
8. Impact on colleagues.

Process

Where the work from home arrangement arises from a public health or similar emergency, the CEO will provide staff with as much advance notice and relevant information as possible, in an email, phone or virtual meeting, and will provide updates promptly.

Where work from home arrangement is requested by the employee, the request will be made in writing, by email or virtual meeting as far in advance as possible, and the employee will provide details of the request, including reason for the request, estimated time frame/duration and steps to be taken to ensure consistent high-quality work.

Employee Responsibilities

- While work from home, all relevant workplace policies, applicable legislation, and the employee's contract of employment continue to apply.

West Grey Public Library

Policy Title: Work from Home Policy

Policy Number: OP-22

Initial Approval Date: Feb 2021

Last Approved Date:

Next Review: Sep 2024

Schedule and timekeeping

- While work from home, the employee must be available by phone and email during working hours.
- The employee and CEO will agree on the number of days of work from home allowed each week.
- A weekly work plan will be given to the CEO
- The employee will continue to complete timesheets for hours worked, with hours documented under “other” for location.
- Check-ins will be agreed upon with CEO and will be conducted by phone, text or email on a daily, bi-weekly or weekly basis, as determined by CEO.

Work Environment

- The work from home employee must establish an appropriate work environment within their home or alternative location.
- Employees will be offered appropriate tips in setting up a workstation designed for safe and comfortable work; however, the library will not be responsible for costs associated with initial setup of the employee’s home office, including but not limited to remodelling, furniture, lighting, repairs, or modifications to the home or alternative office space.
- Upon termination of employment, all company property must be returned to the company, unless other arrangements have been made.
- Employees must ensure that dependent care arrangements are in place and that personal responsibilities are managed in a way that allows them to successfully meet their job responsibilities. Work from home is not a substitute for dependent care.

Incident Reporting

- Work from home employees who suffer an injury while performing work must notify the CEO.
- Work from home employees who are injured while performing work are covered by the Municipality’s liability insurance.

West Grey Public Library

Policy Title: Work from Home Policy

Policy Number: OP-22

Initial Approval Date: Feb 2021

Last Approved Date:

Next Review: Sep 2024

Insurance

- Employees must ensure that work from home (specifically operating a home office) does not breach the terms of their household insurance policies.

Tax Implications

- Working from home and/or having a home office may have tax implications for an employee. The employee is responsible for providing the relevant information to the Canada Revenue Agency, if applicable.

Confidentiality

- While work from home, employees are expected to maintain confidentiality of the library's and customer information in accordance with OP-01.

Employer Responsibilities

- The library will determine, with information supplied by the employee, the appropriate equipment needs (including hardware, software, modems, phone and data lines, software, etc.) for each work from home arrangement on a case-by-case basis.
- The library will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities.

Termination of Agreement

- Upon appropriate notice, a work from home arrangement may be discontinued at any time at the request of either the employee or the library.
- Failure to comply with the requirements set out in this Policy may result in the immediate termination of the work from home arrangement.

West Grey Public Library

Policy Title: Work from Home Policy

Policy Number: OP-22

Initial Approval Date: Feb 2021

Last Approved Date:

Next Review: Sep 2024

Contraventions of the Policy

- Contraventions of the Policy may lead to disciplinary action up to and including termination of employment.
- This Policy will be reviewed and may be amended from time to time based on the needs and experiences of the library.

Accommodations and Support Resources

- Equipment, software and related technology may be provided to staff working from home on a case-by-case basis. Security, particularly protecting confidential and sensitive information, will be considered.

West Grey Public Library

Policy Title: Work from Home Policy

Policy Number: OP-22

Initial Approval Date: Feb 2021

Last Approved Date:

Next Review: Sep 2024

Agreement with Respect to Work From Home Policy

**Memorandum of Agreement
Between**

The West Grey Library Board (the Employer)

and _____ (the Employee)

Term

This Agreement shall be in place for the period between _____ & _____. It will be monitored and regularly evaluated to ensure that conditions are being met and that it continues to be mutually beneficial.

Either party may propose amendments to the agreement which must be mutually agreed upon by the parties. If agreed upon, such amendments must be signed off by the employee and the CEO.

Work from home Days

The Employee will work from home unless directed to report to another workplace by the Employer. This may be changed at the request of the Employer to accommodate operational requirements.

Work Hours

The Employee will be accessible via telephone and online during designated work hours and will respond to their voice mail and email messages as per the Employer's expectations throughout their working day.

The Employee's weekly work schedule will consist of the same number of hours normally worked under their hours of work schedule.

West Grey Public Library

Policy Title: Work from Home Policy

Policy Number: OP-22

Initial Approval Date: Feb 2021

Last Approved Date:

Next Review: Sep 2024

Support Resources

Equipment, software and related technology will be returned when requested or when the work from home arrangement is discontinued.

By signing this document, the Employee affirms that they have read this Memorandum of Agreement in full and understand and agree to all of its provisions:

Dated This Day of _____

Employee

CEO

West Grey Public Library

Policy Title: Volunteer Program

Policy Number: VOL-01

Initial Approval Date: September 11, 2024

Last Revision Date:

Next Review Date: May 2027

The volunteer program of the West Grey Public Library creates opportunities for community members to actively contribute to the West Grey Public Library's vision of excellence in library service. The West Grey Public Library welcomes volunteers to participate in the operation of the Library while performing a valuable service to the community, becoming more familiar with the Library and supplementing the efforts of paid staff. The volunteer policies provide guidance and direction to management, staff and volunteers.

Section 1: Scope

1. Volunteers will volunteer at the West Grey Public Library – Durham Branch only.
2. Volunteers are used by the West Grey Public Library to enrich and enhance library programs and services, or to allow West Grey Public Library staff availability for other duties. Volunteers do not substitute for or replace paid employees.
3. The policies apply to all volunteers in all programs, including activities that take place outside of the West Grey Public Library.
4. The West Grey Public Library will ensure that liability insurance covers volunteers.

Section 2: Responsibility

1. The Chief Executive Officer (CEO) oversees and coordinates the Library's volunteer program by:
 - a) planning for effective volunteer utilization
 - b) assisting staff in identifying productive and meaningful volunteer assignments
 - c) recruiting suitable volunteers
 - d) managing volunteers' performance
 - e) officially recognizing volunteers for their contributions
2. Opportunities for volunteers are proposed by staff to the CEO or designate.
3. Acceptance of the application is at the sole discretion of the CEO.
4. Records are maintained on each volunteer. Volunteer records shall be accorded the same confidentiality as paid staff personnel records.

West Grey Public Library

Policy Title: Volunteer Program

Policy Number: VOL-01

Initial Approval Date: September 11, 2024

Last Revision Date:

Next Review Date: May 2027

Section 3: Volunteer Position Descriptions

1. The Library's volunteer position description is reviewed and updated at least every three years, or when volunteer position tasks or duties substantially change.

Section 4: Tasks that may be performed by Volunteers

1. Volunteer tasks may include but are not limited to:
 - a) shelf reading and shelving
 - b) delivery of materials to home service patrons
 - c) special projects
 - d) care of Library plants and/or gardens
 - e) reading buddies
 - f) advisory committees
 - g) supporting staff in preparation for programs (crafts, etc.)
2. Volunteers will not perform any task or duty for which a license or certification is required if the volunteer does not possess such license or certification.
3. Volunteers who lead general interest workshops and sessions are exempt from application and training requirements.

Section 5: Eligibility for Volunteering

1. The term "volunteer" refers to a person who performs services for the West Grey Public Library without compensation or expectation of compensation (beyond reimbursement for pre-approved specified expenses) and who performs tasks at the direction of, and on behalf of, the West Grey Public Library.
2. The West Grey Public Library also accepts community members as volunteers who are participating in student projects, corporate volunteer programs and other volunteer referral programs.
3. The minimum age requirement for volunteers is 15. For positions that require handling of money or supervision of children, volunteers must be at least 16 years of age.

West Grey Public Library

Policy Title: Volunteer Program

Policy Number: VOL-01

Initial Approval Date: September 11, 2024

Last Revision Date:

Next Review Date: May 2027

Section 6: Recruitment & Assignment

1. Applications to volunteer are given consideration at the sole discretion of the CEO.
2. An informal interview will be held to ascertain the suitability of the volunteer and interest in an assignment prior to being accepted, and to determine the qualifications of the volunteer and their commitment and ability to fulfill the requirements of the assignment. The interview should also answer any questions that the volunteer has about the Library and the assignment.
3. A reference check may be made for some volunteer assignments.
4. Volunteers for some assignments may be asked to submit a Police Vulnerable Sector Check (PVSC). This cost will be reimbursed by the library should the volunteer be accepted for assignment. Potential volunteers who do not agree to the background check may be refused acceptance in the library's volunteer program.
5. No volunteer will begin their assignment until they have been officially accepted for that position and have received notice from the CEO.
6. Volunteers perform their duties in the presence of at least one paid staff member. Each volunteer will be supervised by the CEO exclusively on days the CEO is available. On other days the volunteer may be supervised by a designate.
7. All volunteer placements begin with a 30-hour probation period. During this time, the CEO will support the volunteer with periodic informal check-ins. It is the responsibility of the volunteer to inform the CEO of any issues of concern.

At the end of the probationary period, an informal interview between the CEO and the volunteer will take place to evaluate the extent to which the objectives of both the Library and the volunteer are being satisfied.

Section 7: Orientation and Ongoing Training

1. Within the first thirty (30) days of being accepted as a volunteer, the individual will be given a tour of, and orientation to the Library and will receive information on:
 - a) knowledge and skills necessary to perform the volunteer assignment
 - b) the operation of the program or service assigned

West Grey Public Library

Policy Title: Volunteer Program

Policy Number: VOL-01

Initial Approval Date: September 11, 2024

Last Revision Date:

Next Review Date: May 2027

- c) the purpose and requirements of the assignment
 - d) any health and safety hazards that may be encountered during the assignment
2. Volunteers are required to complete training mandated by legislation.

Section 8: Responsibilities of Volunteers

Volunteers are expected to actively perform their duties to the best of their abilities and remain aligned to the mission, vision, and values of the library. Further, volunteers are expected to abide by the established policies and procedures of the library, and the volunteer position description for which they have been accepted.

1. Volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed while serving as volunteers, whether this information involves staff, volunteers, users or other persons, or involves overall Library business. Failure to maintain confidentiality could result in immediate dismissal from the volunteer assignment and/or program.
2. Volunteers should understand that the Library may at any time, for whatever reason, decide to end the volunteer relationship; notice of such a decision will be communicated as soon as possible by the CEO.

As well, the volunteer may at any time, for whatever reason, decide to end their volunteer relationship with the Library; notice of such a decision should be communicated as soon as possible to the CEO.

3. When expecting to be absent from scheduled duty, the volunteer should inform the CEO in advance so that a replacement may be found. Continual absenteeism will result in a review of the volunteer's assignment and may result in dismissal from the volunteer program.
4. Volunteers must obtain approval from the CEO prior to taking any action or making any statement which might affect or obligate the Library. These actions may include, but are not limited to, public statements to the media, lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations.

West Grey Public Library

Policy Title: Volunteer Program

Policy Number: VOL-01

Initial Approval Date: September 11, 2024

Last Revision Date:

Next Review Date: May 2027

5. Volunteers are responsible for presenting a positive public image and must dress appropriately for the conditions and performance of their duties. Volunteers must wear their volunteer identification badge while performing their duties.
6. Volunteers must be covered by their own vehicle insurance where their assignment involves the use of a vehicle. Volunteers are responsible for their own parking tickets and fines incurred during volunteer assignments.

Section 9: Dismissal

1. Volunteers who do not adhere to the policies and procedures of the Library or who fail to satisfactorily perform their assignments may be dismissed.
2. While on West Grey Public Library property and/or while performing volunteer activities on behalf of the Library, volunteers are expected to maintain a professional level of behaviour. If the behaviour of the volunteer is considered by the CEO to be significantly below professional standards, the CEO or designate will issue a written warning. If the volunteer's performance has not improved during a time specified by the CEO and communicated to the volunteer, the volunteer will be dismissed from the program.
3. Grounds for immediate dismissal include, but are not limited to:
 - a) insubordination
 - b) unwillingness or inability to support and further the mission, vision, and values of the Library
 - c) theft of Library property
 - d) illegal, violent or unsafe acts
 - e) abuse or mistreatment of Library users, staff, partners, or other volunteers
 - f) smoking in unauthorized areas
 - g) intoxication during assigned shifts
 - h) being under the influence of, possessing, selling, or otherwise being involved with illegal drugs
 - i) behaviour that would reasonably be construed as harassment



**GREY HIGHLANDS
PUBLIC LIBRARY**

The place to inspire, explore, discover, and create.

CONTRACT FOR LIBRARY SERVICES 2025-2027

THE AGREEMENT MADE IN

DUPLICATE THIS 26 DAY OF June 2024

BETWEEN: The Grey Highlands Public Library Board
Box 280,
Flesherton, ON 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 2025-2027 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 \$17,120 in the year 2025. 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.

LIABILITY

- 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, its employees, board members or agents or for any claim by any third party against the Grey Highlands Public Library Board its employees or agents.



- 2) The West Grey Public Library Board shall not be liable for any incidental, indirect special, or consequential damages or loss of use, revenue, or profit of the Grey Highlands Public Library Board arising out of or in any way related to this agreement or the services.

CANCELLATION

- 1) Either party may terminate this Agreement at any time upon six months notice.
- 2) Any such notice shall be given in writing by person, delivery or mail.
- 3) Notice by mail shall be deemed to have been given on the fourth business day after the postage meter date, the date of mailing.

DATE: _____

Chair: West Grey Public Library Board

DATE: June 26, 2024 *Stewart Halliday*

Chair: Grey Highlands Public Library Board

MEMORANDUM OF UNDERSTANDING
BETWEEN:

THE CORPORATION OF THE MUNICIPALITY OF WEST GREY
(hereinafter referred to as the "Municipality")

-and-

THE WEST GREY PUBLIC LIBRARY BOARD
(hereinafter referred to as the "Board")

WHEREAS the Board is the West Grey Public Library Board that has been established pursuant to the provisions of the Public Libraries Act, R.S.Q., 1990, c. P-44 (hereinafter referred to as "the PLA") as amended and which operates the Public Library in accordance with the provisions of that Act;

AND WHEREAS the Municipality is a municipal corporation incorporated pursuant to the provisions of the Municipal Act, 2001, S.O., 2002, c.25 as amended;

AND WHEREAS the Municipality employs staff who have developed expertise in areas that include human resources, finance, and facility maintenance;

AND WHEREAS the Board and the Municipality are committed to cost-effective delivery of services, avoiding unnecessary duplication and costs, and minimizing the impact of support services on rate payers;

AND WHEREAS it is important to the Board that specific expertise in certain administrative functions be utilized to benefit the Library;

AND WHEREAS the Municipality and Board wish to enter into a Memorandum of Understanding to outline the services and support the Municipality is prepared to provide to the Board;

NOW THEREFORE THE MUNICIPALITY AND THE BOARD HEREBY STATE AS FOLLOWS:

1. For the purpose of this MOU, "Library" refers to all Library branches, including Durham, Ayton and Neustadt.
2. CEO refers to the Chief Executive Officer who is Secretary and Treasurer for The West Grey Public Library.
3. CAO refers to the Chief Administrative Officer for the Municipality of West Grey.

4. The Municipality and the Board hereby acknowledge:

- a) The Board is an independent entity and separate from the Municipality, subject to the provisions of the PLA, and has been established to provide public Library services to the residents of West Grey;
- b) The Municipality is an independent entity and separate from the Board and provides municipal services to the residents of West Grey pursuant to the provisions of the Municipal Act, 2001 and related legislation; and,
- c) The Board, through its appointment by Council, delivers Library services and resources to the residents of West Grey, in accordance with the *Public Libraries Act*, and the Board's Strategic Plan according to its stated Mission, Vision and Values.
- d) The Municipality annually approves budgetary estimates received from the Board for the operation of the Board in accordance with Section 24 of the *Public Libraries Act*.
- e) Minutes of the Board are presented to Council for information only.
- f) The objective of this MOU is for the Board to utilize Municipal staff and resources for the services that may be required by the Board and that are outlined in the Schedules attached hereto.

5. Acknowledgement of Distinct Roles and Relationships:

- a) The CEO is an employee of and reports directly to the Library Board.
- b) The CEO serves as a member of the Municipalities Senior Management team and attends Council and/or other committee meetings, when agenda items are relevant to the Library.
- c) The CAO and CEO shall meet on a regular basis at mutually agreeable intervals to discuss issues of joint concern.
- d) While it is understood that the CEO does not have the authority to direct Municipal Staff, it is agreed that the CEO may directly approach Municipal Senior Staff and Managers for assistance and support as necessary to coordinate those services identified in the Schedules.
- e) The CEO shall ensure that Municipal Senior Staff are contacted directly in regard to matters involving Municipal policies or directives, and

budgets. The Library CEO may directly contact Municipal managers in regard to day-to-day operational matters.

f) The CEO and the CAO may each designate members of their respective staffs to address any issues that may arise out of the operation of this MOU.

6. The staff of the Library and the Municipality commit to share and consult with each other regarding any service delivery review that may either impact upon or be helpful to either or both parties.

7. The Board and the Municipality commit to ongoing collaboration with regard to programs and services, in order to minimize duplications and schedule conflicts, and to maximize opportunities.

8. It is acknowledged by both parties where the Library occupies Municipal buildings maintenance is provided by the Municipality.

9. The Municipality and Board agree on the provision of services that are listed in this MOU and more particularly described in the schedules attached hereto.

- Schedule A: Human Resources Support
- Schedule B: Financial Services Support
- Schedule C: Information Technology Support
- Schedule D: Facility Maintenance Support
- Schedule E: Insurance and Risk Management Support
- Schedule F: Marketing and Communication
- Schedule G: Legal Services

10. The Board and the Municipality acknowledge that the Municipality is able to provide those services as set out in the Schedules attached hereto within existing Municipal staff and equipment at \$3,400 a year to the Board. The parties agree that no costs shall be charged to the Board, unless the cost has been approved in writing by the CEO prior to any expenditure by the Municipality. All support services provided by the Municipality to the Library shall be reported annually as part of the Library operational budget for an estimated cost of operating the Library.

11. The Board and the Municipality acknowledge and agree that the terms and provisions of this MOU apply only to the services set out in the Schedules attached hereto and do not apply to any other agreements or arrangements that may exist from time to time between the Municipality and the Board, unless such other agreements are stated in writing to be subject to the terms and provisions of this MOU.
12. The Board and CEO shall identify alignment of, or differentiation between, Municipality and Board policies and services.
13. When either the Board or the Municipality makes changes to policies which may impact this MOU and its Schedules, notice shall be given to the other party to ensure appropriate changes or distinctions are made for the alignment or differentiation between Board and Municipality policies.
14. Upon execution of this MOU by the Board and the Municipality, staff on behalf of the Board and the Municipality respectively shall adopt the services identified in the schedules forthwith.
15. If at any time during the term of this agreement either party deems it necessary or expedient to make any alteration or addition to this MOU, they shall give written notice of the proposed amendment to the other party. Following agreement of execution of the amendment it shall become an addendum and form part of this MOU.
16. Any matters in dispute between the parties in relation to this MOU may be referred by either party to a committee to be struck including two members of Council, two members of the Board who are not also Councillors, and the CAO and CEO. This committee shall be tasked with determining a process of dispute resolution which may include third party mediation.
17. The Board and the Municipality hereby agree that either party to this MOU may terminate the MOU upon providing to the other party no less than six months written notice of its intention to do so.
18. The Board and the Municipality hereby agree that this MOU shall come into effect on the first day of **DATE TO BE ADDED -** and shall continue until such time as either party terminates this MOU in accordance with the provisions of paragraph 17.

19. Any notice or other communication to be given in connection with this MOU shall be given in writing by the CEO for the Board and the CAO for the Municipality.

This MOU is hereby executed

By the Municipality

Council Resolution _____
Mayor & Title _____
Municipality Clerk _____

By the Board

Board Resolution _____
Chair or Other _____
CEO/Chief Librarian _____

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SCHEDULE A

HUMAN RESOURCES SUPPORT

The Municipality of West Grey will provide advice and support to the Library as follows:

- 1) Principal Understanding
 - a) The Board is the sole employer of all Library employees, including the CEO.
 - b) The Municipal Finance Department will administer payroll and benefit services on behalf of the Board, per this MOU.
 - c) If additional charges will be incurred by the Finance Department, the CEO must sign off on the estimated charge before work is commenced.
- 2) The Municipality shall provide advice and support to the Board and/or CEO upon request. HR advice and support are non-binding, and all decisions shall continue to be made by the Board and/or CEO. Advice shall be on procedural inquiries and shall not be a legal opinion. See Schedule G for further detail.
- 3) The Library shall participate in the Municipality's Compensation & Benefits Program. The CEO and the CAO or Finance Department will work together to align Library Job Descriptions and Pay Grades to the Municipality's Pay Equity program.
- 4) The Board shall adopt the Personnel Policy of the Municipality. The Board can make independent policies for library staff.
- 5) Employment reports, including payroll, CRA report, WSIB, and OMERS, shall be made by the Municipality.
- 6) The Finance Department may communicate with individual Library employees directly and confidentially as it relates to benefit programs and on-boarding to payroll only. All other HR matters must go through the CEO.
- 7) If at any point external HR services are required to support the Board, the charges for such services shall be the responsibility of the Library in full, subject to subsection 1c above. Authority to contract external services shall be subject to prior approval by the Board. Examples of external HR services include but are not limited to legal advice, mediation, or workplace investigations.
- 8) The Municipality and Board agree to the following supports and limitations pertaining to:
 - a) Health and Safety:

- The Municipality shall provide to employees of the Library any Health & Safety training that is provided for Municipality employees of similar job classifications or grades.
- The Library shall use the Municipality's Joint Health and Safety Committee forms for scheduled inspections, and for incident and accident reports. The Library may add additional documents to their own internal reviews of workplace or user safety as needed.
- The Board shall ensure compliance with current Occupational Health and Safety legislation at the Library branches;
- The Library shall respond to day-to-day Health and Safety issues that may arise and make notice to Municipality staff if EAP and/or WSIB claims are required. The Municipality shall provide all payroll and payment information required to support any claims.
- The CEO shall assist, monitor and follow up on all WSIB claims, and work with the Finance Department to ensure that all documents are completed as required by WSIB.

b) Pay Equity:

- The Library shall create and/or amend job descriptions with equity input from the Municipality.
- The Municipality shall ensure maintenance of the Pay Equity Plan.

c) Performance Management

- Performance Appraisals for Library staff shall be the sole responsibility of the CEO. Performance Appraisals for the CEO shall be the responsibility of the Board.

d) Recruitment, Screening, Hiring and On-Boarding

- The Board is responsible for recruiting, hiring, contracting, appraising, discipline and termination, of the CEO.
- The CEO is responsible for all recruitment, hiring, appraisal, discipline, and termination pertaining to Library staff.
- The Library shall post all external postings for promotion and will send to the Municipality to promote through the Municipal portals.
- Posting will be completed by the CEO and the applications shall be collected and provided to the CEO.

- On-Boarding shall be the responsibility of the CEO. On-Boarding of payroll, and benefits programs shall be completed by the Municipality if notice is given by the CEO.

e) Payroll, attendance, and seniority

- The Municipality shall administer the bi-weekly payroll for Library staff, including all payroll-related activities, benefits administration, and pension requirements;
- The Municipality shall track and give notice to the CEO regarding any employee who qualifies for part-time benefits, such as entry into the OMERS plan;

f) Discipline, Termination and Off-Boarding

- Discipline and termination of Library employees are the sole responsibility of the CEO. Discipline and termination of the CEO is the sole responsibility of the Board.
- The Municipality shall complete Off-Boarding of payroll and benefits for all Library employees when notice is given by the CEO.
- The Municipality shall complete Off-Boarding of payroll and benefits for the CEO when notice is given by the Board.

g) Policies and Procedures

- The Finance Department shall inform the CEO of any significant changes to the Municipality's HR policies;

h) Training

- Library staff shall be invited to participate in all Municipality staff wellness programs, training, and leadership training opportunities.
- The Municipality shall cover costs of training for Library employees if such training is also made available to Municipality staff (e.g., MFIPPA, AODA Customer Service, CPR, Health & Safety Certification, HRDownloads) and which is corporately funded. Any training which is billed to a department shall be billed to the Library for Library employees.
- The Library shall be responsible for budgeting and administering any costs associated with Library specific training, or any training which the Municipality is not offering to Municipality staff at the time it is required by the Library.

i) Legal Advice

- The Municipality of West Grey shall not be required to provide Human Resources and Personnel legal advice to the Library CEO or Board outside of that which fits under services provided in this schedule (e.g., Health & Safety and WSIB, Payroll and Benefits). The Municipality reserves the right to decline any requests.
- For all other Legal advice and actions see Schedule G.

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SCHEDULE "B"
FINANCIAL SERVICES SUPPORT

- 1) Principal Understanding
 - a) The Board is the employer of all Library employees.
 - b) The Board appoints the Library CEO as Board Treasurer.
 - c) The Municipal Finance Department (Finance) will provide financial and accounting services to the Board:
 - All payment release is authorized by the CEO,
 - In Board-approved lines, and according to Board-approved budget, and
 - In accordance with the annually approved Municipality Council Budget for the Library.
- 2) Finance shall provide the following financial services to the Board using the Municipality's By-laws and policies for the services listed below:
 - a) Purchasing services
 - b) Accounts Receivable services
 - c) Operating and Capital budget assistance/preparation, within Board-approved budget lines
 - d) Accounts Payable services
 - e) Banking/Cash Management/Investment Services
 - f) Financial Statements Preparation and assistance with audits
 - g) Harmonized Sales Tax remittance/reconciliation
 - h) Calculation of Annual Development Charges
 - i) Provision of official Income Tax Receipts for donations to the Library
 - j) Grant Application/Submission assistance for grants pertaining to Municipal Services, or those using the Municipality's business number
 - k) Maintenance of Reserve Accounts with annual roll over in the name of the Library
- 3) The Library shall open a bank account in the name of The West Grey Public Library Board as required by the Ministry of Tourism, Culture & Sport. The CEO shall receive and account for all of the Board's money, and deposit all money received on the Board's behalf (including provincial, federal, self-

generated revenue and donations) into the Board's bank account.
(Sometimes done by the Municipality)

- 4) The Board shall approve policy for the procurement of goods and services that shall be used whenever the Library is procuring goods or services independent of the Municipality. This policy shall meet all standards of the Municipality's policy and identify roles and limitations of the CEO, Board, or managers. Tender processes for the improvement of or addition to Municipality facilities will be the done by the Municipality and CEO.
- 5) The Library may conduct its own tender for goods or services, specific to the functions of the Library, or may request that the Municipality assist with any tender or procurement process.
- 6) The parties agree that any purchases made by the Municipality on behalf of the Board shall comply with the Municipality's Purchasing Policy and Procedures as may be amended from time to time.
- 7) The Library shall submit all invoices for processing in a timely manner and work with appropriate Municipality staff to ensure that Council and Board-approved budgets are followed.
- 8) Only the CEO or Chair may authorize the Municipality to proceed with a payment on behalf of the Library.
- 9) The Municipality shall assist the CEO with the budget planning process and ensure that long-term needs are included in budget presentations to Council.
- 10) The Municipality shall assist the CEO in budgetary planning based on employee years of service and current and planned Municipality employee remuneration plans.
- 11) Money not spent at the end of the budget year will be deposited into the Board's reserves.
- 12) Financial Statements:
 - a) Monthly Trial, Variance, and Roll-Up Summary statements shall be provided by the Municipality to the CEO for each of the Board's Operational and Capital accounts.
 - b) Quarterly Reserve and Investment statements shall be provided by the Municipality to the CEO for each of the Board's Accounts.
 - c) Quarterly, or upon request, the Development Charges Reserve Account in the Library Name shall be provided to the CEO with an estimate of projected income for the coming year.
 - d) Multi-year projections shall be provided to the CEO for the purpose of planning. It is understood that Development Charges Income is not realized until it is earned, and estimates are not a binding amount.

- e) Project DC's for Library for budget purposes
 - f) DC Study consultation with the CEO and Board
- 13) The Library shall have access to any Municipality procurement discounts and buying rates. As per Vendor requirements, the Library may be required to make requisitions through the Municipality or under its own account.

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SCHEDULE "C"

Information Technology Support

- 1) The Library shall be responsible for providing the following IT services without support of the Municipality:
 - a) Integrated Library System.
 - b) First level software and hardware support to Library employees.
 - c) Software support for Library business systems.
 - d) Providing training to members of the community on their devices, hardware, software, licensing, printing needs and Wi-Fi network access.
 - e) Library web site design and support.
 - f) Library social media account support.
 - g) Support for devices and software that are not part of the Municipality's corporate standard; for example, Apple devices and the Koha business system.
 - h) Support for devices purchased by the Library.
- 2) The CEO shall maintain an IT Inventory and evaluate replacement needs of each device.
- 3) The Library shall be invited to participate in Municipality-wide procurement of leased technology (e.g. photocopiers).
- 4) The Library shall develop its own IT policies, independent of the Municipality, for technology, patron and staff use, including patron networks, Wi-Fi, and staff computers.
- 5) All IT equipment and infrastructure located at the Library, including public access computers, servers, phone system, computers, software and printers are the property of the Library Board, and Library employees are provided access for Library use.

SCHEDULE "D"

Facility Maintenance Support

- 1) The Municipality of West Grey shall provide the following maintenance services to the Board under the Municipality's Policies and Procedures for the services listed below:
 - a) Preventative Maintenance
 - b) Code Compliance - TSSA, OHSA, ESA, MOL, Building, Fire, AODA
 - c) Minor Improvements
 - d) Capital Project Management
 - e) Property Management
 - f) Support for emergency after-hours incidents on Library properties
 - g) Budget for Facility and Grounds maintenance, Health & Safety upgrades as required, repair/replacement of components of the buildings and properties of the Library
- 2) The Municipality shall complete all necessary repairs and enhancements in a timely manner to mitigate risk at Library locations.
- 3) The CEO and CAO shall liaise in decision making for closures due to weather related events.
- 4) Prior to the start of any planned changes to the grounds of any Library branch, discussions shall take place with the CEO and the Board in order to ensure that said additions or changes meet the long-term plans of the Board, including any Space or Strategic Plans.
 - a) The CEO and Board shall consult the Municipality when producing any Space Plans to ensure these plans meet the Municipality's Official Plan or any Master Plans.
 - b) The Custodial Facility Maintenance of all Library locations shall be provided by the Library, be it a third-party contract or by Library staff.
- 5) The Library shall pay utility expenses.
- 6) The Municipality shall maintain snow removal services and lawn/garden maintenance at all Board operated locations owned by the Municipality to the same standards of other Municipality owned facilities.
- 7) As the Library branches are open to the public on weekends and in evenings, the Municipality shall ensure that Library services are not interrupted due to maintenance issues.

SCHEDULE "E"
INSURANCE AND RISK MANAGEMENT

- 1) The Library shall receive support from the Municipality for insurance and risk management and agrees to the following:
 - a) The Library shall adhere to the requirements of the Municipality's Insurance Risk Management Program.
 - b) The Library shall not knowingly place the Municipality at any undue risk.
- 2) The CEO, with the Municipal Treasurer, shall prepare and maintain an Asset Management Plan for the facilities and holdings and shall review and revise the plan annually with the Board and CAO to ensure adequate insurance is in place.
- 3) The Library may, at any time, purchase insurance outside of the Municipality's policy for additional insurable needs not covered by the Municipality or covered to the level the Board directs.
- 4) The Board and all officers of the Board, including the CEO, shall be included in the liability, indemnification, and Errors & Omissions insurance of the Municipality.
- 5) Adequate insurance coverage for the Library's facilities and contents including furnishing, capital equipment, and other holdings, shall be provided under the Municipality's insurance policy. The CEO is responsible for ensuring maintenance of current records of Library property for insurance purposes.

SCHEDULE "F"

MARKETING AND COMMUNICATIONS

- 1) The Library may utilize Municipality advertising rates. The Library shall be included in Municipality marketing and communications procurement.
- 2) The Municipality shall assist the Library in communications regarding events and programs on the Municipality website, in the Municipality's e-blasts, and on any no-cost communication methods incorporated by the Municipality.
- 3) The two websites shall include reciprocal links to each other's websites/content.
- 4) The Library is responsible for managing its marketing materials and any costs associated with marketing, advertising or communication.
- 5) The CEO may consult with the CAO, or designate, for recommendations on media communications.
- 6) The CEO shall inform the CAO or designate of any changes to Library services, staffing or Board/Committee members, or any other information which is promoted on the Municipality's website.

SCHEDULE "G"

LEGAL SERVICES

1. The Board shall have access to the same legal services provided by the Municipality to other Boards or committees of Council.
2. If the Board utilizes the Municipality's Legal Counsel, the Municipality will bill any costs not covered through the Municipality's retainer back to the Board.
3. The parties agree that no costs shall be charged to the Board, unless the cost has been approved in writing by the Board prior to any expenditure by the Municipality.
4. Should the Board need legal services to pursue any legal action, the Board is encouraged to engage independent legal advice to avoid the potential community perception of a conflict of interest with the Municipality's Counsel providing legal support to the Board.
5. The Municipality reserves the right to decline any request.

DRAFT

2025 Draft Budget

	2024	2024	2024	2024	2024	2024	2024
REVENUE	(24,190.00)	(24,190)	(700)	(700.00)	0.00	1.00	1.00
Development Charges			(700)	(700.00)	0.00		
Annual Provincial Grant	(24,190.00)	(24,190)		0.00	1.00		
West Grey Levy				0.00			
Interest revenue			0	0.00			
Int Revenue - Provincial	(800.00)	(800)		0.00	1.00		
Donations			0	0.00			
Library Revenue	(1,250.00)	(1,250)		0.00	1.00		
Service Fee Revenue	(1,250.00)	(1,250)		0.00	1.00		
Lib. Fines				0.00			
Member card revenue			0	0.00			
TOTAL REVENUES	(27,490.00)	(28,190)		(700)		0.98	
EXPENDITURES							
Payroll	395,303.00	349,202		46,101.00	0.13		
Lib. Benefits	80,509.00	76,708		3,801.00	0.05		
COVID expenses	0.00	500		(500.00)	-1.00		
Lib. Supplies & Materials	5,000.00	4,500		500.00	0.11		
Volunteer & Staff Recognition	500.00	500		0.00	0.00		
General Membership	600.00	600		0.00	0.00		
Advertising/Marketing/Promotion	1,000.00	1,000		0.00	0.00		
Building (Fire inspection, Mats, AEDs, furniture)	6,000.00	6,000		0.00	0.00		
Mileage/Courier	3,000.00	3,000		0.00	0.00		
Durham Copier Lease	2,100.00	2,080		20.00	0.01		
Program Development (hall rentals too)	6,500.00	6,000		500.00	0.08		
ILLO Expenses	600.00	312		288.00	0.92		
E-Resources (OverDrive, Kanopy, NicheAcademy)	13,000.00	12,138		862.00	0.07		
KOHA support	5,200.00	5,200		0.00	0.00		
IT Support	2,000.00	3,000		(1,000.00)	-0.33		
Hardware - Equipment Mainteance	5,000.00	6,400		(1,400.00)	-0.22		
Software - Automation	11,000.00	5,000		6,000.00	1.20		
Book Processing	5,000.00	3,425		1,575.00	0.46		
Books	25,000.00	25,000		0.00	0.00		
Collection (DVDs, Periodicals, CDs)	4,000.00	3,000		1,000.00	0.33		
Training - Conference, online courses	3,500.00	3,500		0.00	0.00		
Security	1,560.00	1,560		0.00	0.00		
GH contract	17,120.00	16,455		665.00	0.04		
Municipal Admin. Costs	3,400.00	3,400		0.00	0.00		
	596,892.00	538,480		58,412.00		11%	
Water/Sewer	\$ 610.00	\$ 190.00	\$ 750.00	\$ 1,550.00	1,513	37.00	0.02
Heat	\$ 2,600.00	\$ 2,000.00	\$ 1,500.00	\$ 6,100.00	6,032	68.00	0.01
Hyrdo	\$ 900.00	\$ 1,200.00	\$ 4,000.00	\$ 6,100.00	5,824	276.00	0.05
Telephone/Fax	\$ 450.00	\$ 450.00	\$ 1,500.00	\$ 2,400.00	2,392	8.00	0.00
Internet	\$ 950.00	\$ 950.00	\$ 6,500.00	\$ 8,400.00	7,644	756.00	0.10
Insurance	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 6,000.00	6,000	0.00	0.00
Lot/Grass Maintenance		\$ 550.00	\$ 1,100.00	\$ 1,650.00	2,288	(638.00)	-0.28
Contract Labour (cleaning)	\$ 1,800.00	\$ 1,800.00	\$ 11,000.00	\$ 14,600.00	12,120	2,480.00	0.20
	\$ 9,310.00	\$ 9,140.00	\$ 28,350.00	46,800.00	43,813	2,987.00	
TOTAL EXPENDITURES	NEU	AYT	DUR	643,692.00	582,293	61,399	11%
West Grey Library Levy				616,202.00	554,103	60,899	11%
						1,400.00	

Municipality of West Grey

draft

2025 - 2035 TEN YEAR CAPITAL FORECAST

CONSOLIDATED PROJECT LISTING



Project Name/Description	Total Expenditure (enter cost in budget year where applicable)											Comments		
	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035			
DURHAM														
Shelving estimate	\$ 15,000													replace metal shelving
Expansion - construction estimate										\$ 800,000				expand DUR or move
Parking upgrade estimate					\$ 30,000									
Paint washrooms & backroom estimate				\$ 10,000										
AYTON														
Paint whole building estimate						\$ 10,000								
NEUSTADT														
Flooring rest of building			\$ 15,000											
Ceiling remove stained and peeling ceiling		\$ 15,000												
Back door with crash bar based on front door		\$ 5,000												
SUBTOTAL - LIBRARY	\$ 15,000	\$ 20,000	\$ 15,000	\$ 10,000	\$ 30,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 800,000	\$ -	\$ -	\$ -	
GRAND TOTALS	\$ 15,000	\$ 20,000	\$ 15,000	\$ 10,000	\$ 30,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 800,000	\$ -	\$ -	\$ -	