

## West Grey Public Library Board

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

### **Agenda**

November 13, 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
5. Minutes
  - 5.1. Moved by     and seconded by     **THAT** the West Grey Library Board minutes of October 9, 2024, be approved as presented.
  - 5.2. Moved by     and seconded by.     **THAT** the West Grey Library Board closed minutes of October 9, 2024, be approved as presented.
6. Business arising from the minutes.
7. Chief Librarian's report
  - 7.1. Moved by     and seconded by     **THAT** the West Grey Library Board accepts the Chief Librarian's report as presented.
8. Report from Board and Council members.
9. Other business
  - 9.1. Capital draft budget 2025
    - 9.1.1. Moved by and seconded by **THAT** the West Grey Library Board approves     the 2025 capital draft budget as presented
    - 9.1.2. Fundraising ask
    - 9.1.3. MoU update
    - 9.1.4. Reserves update
10. Open Board Discussion
11. Next Meeting - Wednesday December 11, 2024, 6pm to be held at the Durham Branch.
12. Adjournment

# West Grey Public Library Board Minutes



October 9, 2024  
West Grey Public Library - Durham Branch

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

Regrets: Geoffrey Shea, Yvonne Pelletier

## 1. Call to Order

The Chair called the meeting to order at 6:03 pm.

## 2. Agenda

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

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. Correspondence

### 4.1 Letter of concern

Moved by Stephen Townsend and seconded by Doug Townsend  
THAT the West Grey Library Board moves into closed session at  
6:07pm to discuss personal matters about an identifiable  
individual.

Moved by Samantha Mund and seconded by Scott Foerster THAT  
the West Grey Library Board returns to open session at 6:20pm.

Carried.

# West Grey Public Library Board Minutes



October 9, 2024  
West Grey Public Library - Durham Branch

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

## 5. Minutes

Moved by Scott Foerster and seconded by Samantha Mund THAT the West Grey Library Board minutes of September 11, 2024, be approved as presented.

Carried.

Moved by Stephen Townsend and seconded by Doug Townsend THAT the West Grey Library Board closed minutes of June 12, 2024, be approved as presented.

Carried.

## 6. Business arising from the minutes.

None

## 7. Chief Librarian's report

Moved by Samantha Mund and seconded by Doug Townsend THAT the West Grey Library Board accepts the Chief Librarian's report as presented.

Carried.

## 8. Report from Board and Council Members

Council declared Ontario Public Library week.

## 9. Other Business

9.1 Durham Expansion

# West Grey Public Library Board Minutes



October 9, 2024  
West Grey Public Library - Durham Branch

- 9.1.1 A discussion was held about the future growth of the West Grey Libraries and next steps.
- 9.2 2025 draft capital budget
  - 9.2.1 CEO asked to have a discussion with the Treasurer and bring a revised capitial budget back at the November Board meeting.
- 9.3 2025 closures
  - 9.3.1 **Moved by Stephen Townsend and seconded by Scott Forester THAT the West Grey Library Board approves the 2025 closures.**

**DRAFT**

- 9.4 2025 Board meetings
  - 9.4.1 **Moved by Doug Townsend and seconded by Samantha Mund THAT the West Grey Library Board approves the 2025 Board meeting dates.**
- 10. Open Board Discussion  
None

Carried.

Carried.

## 11. Next Meeting

Wednesday, November 13, 2024, 6pm to be held at Durham Branch.

## 12. Adjournment

Adjourned at 7:37pm

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Chair:

Date:

Chief Librarian/CEO Report  
November 13, 2024

## 1. Administration

### *Important Updates:*

**MoU** – The MoU was brought before Council in September of 2023, and the following resolution was passed.

R-230919-010

Moved by Councillor Shea

Seconded by Council Foerster

“THAT in consideration of staff report “Status report – Council Resolution listing”, council directs staff to rescind Resolution #800-2021 respecting an MoU with the West Grey Public Library.”

In order for this item to be reconsidered, it would need to be brought forward to Council as a motion for reconsideration and 2/3 of Council would have to agree to reconsideration.

**Reserves** – In 2026 budget we can begin adding a line item for reserves, either for general use or a specific use.

**Advocacy** - focus on raising awareness of benefits, seeking support for growth - raising awareness of Library, activities, benefits, developments

1. Attendance at Library-organized and Library-represented events
2. In-person Budget presentation at Council
3. In-person presentation to Council summary year in review

Chief Librarian/CEO Report  
November 13, 2024

## 2. Operational updates

### **News:**

WGPL has been chosen to present at OLA Super-conference on in-residence program (January/25)

Little Branches Rural Roots Library Conference (May/25) on fundraiser with Mat

### **Statistics: YTD**

**Circulation:** By end of October 2024, we had a total of 36,168 circs which is 390 circs more, over the same period in 2023. This represents a 1% increase.

**Visits:** By end of October 2024, we had a total of 19,487 visits which is 1,917 visits more, over the same period in 2023. This represents a 10% increase.

**New Cards:** By end of October 2024, we had a total of 390 new cards which is 20 cards more over the same period in 2023. This represents a 5% increase.

**Programming:** Focusing on raising awareness and innovative programs.

**October Stats: 1,137 participants and 54 programs**

### **Child & Youth – Kayla**

#### **Raising awareness:**

- Storytimes
- Homeschool group
- Read to a Dog
- LEGO Club
- PD Day Fun Stations -going strong with steady attendance.
- Town Halloween event
- Visited Spruce Ridge's kindergarten classes for Storytimes.

Chief Librarian/CEO Report  
November 13, 2024

***Innovative programs:***

- Wands and Potions program for school-aged kids, where they decorated a custom wand, learned how to cast spells, and made exciting bubbling potions in a miniature cauldron!

**Adult – Kimm**

***Raising awareness:***

- Spoke to Silver Threads
- Neustadt Craft Show
- Jessica presented at virtual conference on program clustering, including digital component, around Gardener-in-residence
- Now presenting at OLA Super-conference on in-residence program; Little Branches, Rural Roots (May/25) on fundraiser with Mat Johnson, historian-in-residence
- Jigsaw puzzle contest #3

***Innovative programs:***

- Piloting Seniors' Circle this month – topic is Ask a Lawyer with GB Legal Services
- Battlefield Medicine for Remembrance Day with Mat, historian-in-residence

**MUNICIPALITY OF WEST GREY**  
**LIBRARY - WEST GREY**



GL5410

Page : 1

Date : Oct 31, 2024

Time : 4:07 pm

For Period Ending 31-Dec-2024

	CURRENT	CURRENT	VARIANCE \$	VARIANCE %
	YEAR TO DATE	BUDGET		
<b>LIBRARY</b>				
<b>OPERATING REVENUES</b>				
Transfer from Reserves	0.00	(700.00)	(700.00)	0.00
Grants Province	0.00	(24,190.00)	(24,190.00)	0.00
Grants Federal	(2,065.86)	0.00	2,065.86	0.00
West Grey Levy	(554,103.00)	(554,103.00)	0.00	100.00
Prov Revenue - Connectivity	(4,086.20)	(800.00)	3,286.20	510.78
Donations	(6,709.09)	0.00	6,709.09	0.00
Library Revenue	(264.00)	(1,250.00)	(986.00)	21.12
Service Fees Revenue	(1,623.15)	(1,250.00)	373.15	129.85
<b>Total OPERATING REVENUES</b>	<b>(568,851.30)</b>	<b>(582,293.00)</b>	<b>(13,441.70)</b>	<b>97.69</b>
<b>OPERATING EXPENSES</b>				
Wages	283,887.14	349,202.00	65,314.86	81.30
Benefits	70,292.23	76,708.00	6,415.77	91.64
Materials & Supplies	89.99	500.00	410.01	18.00
Office Supplies	5,667.98	4,500.00	(1,167.98)	125.96
Volunteer Recognition	395.03	500.00	104.97	79.01
General Memberships	275.00	600.00	325.00	45.83
Advertising	991.29	1,000.00	8.71	99.13
Building Maintenance	3,836.84	6,000.00	2,163.16	63.95
Mileage/Courier	1,255.85	3,000.00	1,744.15	41.86
Copier Lease	1,757.37	2,080.00	322.63	84.49
Program Development	8,771.61	6,000.00	(2,771.61)	146.19
ILLO Expense	145.73	312.00	166.27	46.71
E-Resources	14,312.71	12,138.00	(2,174.71)	117.92
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	4,985.07	6,400.00	1,414.93	77.89
Software	1,774.05	5,000.00	3,225.95	35.48
Book Processing Fee	4,113.36	3,425.00	(688.36)	120.10
Books	24,137.61	25,000.00	862.39	96.55
Collections	1,982.88	3,000.00	1,017.12	66.10
Conference/Training	1,711.37	3,500.00	1,788.63	48.90
Security	1,050.70	1,560.00	509.30	67.35
Library Board	8,392.50	19,855.00	11,462.50	42.27
<b>Total OPERATING EXPENSES</b>	<b>444,438.08</b>	<b>538,480.00</b>	<b>94,041.92</b>	<b>82.54</b>
<b>BRANCH EXPENSES</b>				
NEUSTADT BRANCH EXPENSES	8,079.11	9,675.00	1,595.89	83.51
NORMANBY BRANCH EXPENSES	7,665.80	8,890.00	1,224.20	86.23
DURHAM BRANCH EXPENSES	19,908.00	25,248.00	5,340.00	78.85
<b>Total BRANCH EXPENSES</b>	<b>35,652.91</b>	<b>43,813.00</b>	<b>8,160.09</b>	<b>81.38</b>
<b>Total LIBRARY</b>	<b>(88,760.31)</b>	<b>0.00</b>	<b>88,760.31</b>	<b>0.00</b>



Municipality of West Grey

2025 - 2035 TEN YEAR CAPITAL FORECAST

CONSOLIDATED PROJECT LISTING

*draft*



Project Name/Description	Total Expenditure (enter cost in budget year where applicable)												
	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Comments	
<b>West Grey</b>													
Library Kiosk estimate							\$ 50,000						for future growth added to DCS
<b>DURHAM</b>													
Shelving estimate	\$ 15,000												replace metal shelving -
Replace dropbox estimate	\$ 5,000												
Expansion - construction estimate										\$ 800,000			future growth expand DUR or move
Parking upgrade (signage, oneway gate, kids safety) estimate	\$ 30,000												
Paint washrooms & backroom estimate	\$ 5,000												
<b>AYTON</b>													
Paint whole building estimate			\$ 15,000										
Replace flooring estimate				\$ 15,000									
<b>NEUSTART</b>													
Flooring estimate					\$ 10,000								rest of building
Ceiling estimate					\$ 5,000								remove stained and peeling ceiling
Back door with crash bar estimate													based on front door
<b>SUBTOTAL - LIBRARY</b>	<b>\$ 20,000</b>	<b>\$ 35,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 800,000</b>	<b>\$ -</b>		
<b>GRAND TOTALS</b>	<b>\$ 20,000</b>	<b>\$ 35,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 800,000</b>	<b>\$ -</b>		

## Recommended fundraising activity by Board: online auction

We need help from the Board for our **online auction**, piloting in May 2025.

We need:

20 items to auction. They can be from many different categories; see below. We hope you will have contacts to ask.

Timing:

Since we need to start promoting in March, we are asking for at least half the items to be identified (with a picture) by March 15<sup>th</sup>, with the rest by April 12<sup>th</sup>.

What We'll Do

We will use an online platform to hold the auction. We will handle the promotion and the online pieces.

We are looking for items, services or experiences that make sense with our image, and will support our community partnerships and relationships.

### Sample auction items:

<b>Advice/Counselling/Coaching</b>	financial, dietary, personal
<b>Arts &amp; Artisans</b>	pottery, candles, fibre arts, artwork, music/concert, theatre tickets
<b>Experience</b>	wine-tasting, drumming, wildlife observation, mani-pedi
<b>Food &amp; Beverage</b>	food items, produce, groceries, luxury products, spirits/wine
<b>For retirees</b>	cleaning, cooking, party planning, childcare, home repairs, shopping, organizing/decluttering
<b>Family-focused</b>	bed & breakfast stay, weekend getaway, night out
<b>Time/Services</b>	family outings/activities, play equipment
<b>Travel/Accommodation</b>	home repairs, yard work, housecleaning, social opportunity, pampering (spa treatments)
<b>Unique Experience</b>	private chef, celebrity message, tour by air