

Mission Statement: The West Grey Library offers resources and services inclusive for all.
This is an online meeting

We are using the ZOOM meeting software

To join the meeting through your computer (or smartphone with the ZOOM app) go to: <https://us02web.zoom.us/j/83479959598?pwd=cGJDSEwyOSRkhlbDBkZzZGUmVKQT09>

Join Zoom Meeting

If you prefer to phone in and listen live

Dial. +1 647 558 0588 Canada (long distance charges to Toronto may apply)

If prompted, enter the meeting ID 834 7995 9598 **and Passcode:** 349548

Agenda

June 9, 2021 7pm

1. Call to Order
2. Approval of Agenda

Moved by and seconded by THAT the West Grey Library Board approves the agenda.

3. Declaration of Pecuniary Interest or Conflict of Interest
4. Correspondence
5. Consent Agenda

a. Adopt previous minutes – May 12, 2021

b. Accounts Payable – A/P Voucher May VO5 - \$6,711.75

Recommendation: Be it hereby resolved that the West Grey Public Library Board adopt items A to B on the consent agenda.

Moved by and seconded by THAT the West Grey Library Board adopt items A to B on the consent agenda.

6. Librarian's report
7. Matters arising from the minutes
8. Report from Council members'
9. Other business
10. Open Discussion (15 min)

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

11. Next Meeting – Wednesday September 8, 2021 7pm
12. Adjournment

Zoom Meeting Participant Functions:

Using a computer

1. Click on the icon labelled participants on the Zoom Menu Bar. (If you don't see the menu bar move your mouse slightly, and the bar will appear).
2. The white participants box that appears after you do Step 1 has a raise hand command at the bottom, just click that to raise your hand.
3. When prompted, click raise hand if you have a question or comment.
4. Lower it by clicking the same button, now labelled lower hand.

Using a tablet or cellphone app

1. Click participants.
2. Choose more at the bottom of the participants' screen.
3. Choose raise hand.
4. The hand icon will turn blue, and the text below it will switch to say lower hand while your hand is raised.

Using telephone

1. To join a meeting via telephone, dial: 1-647-558-0588 and enter the meeting ID provided (long-distance charges to Toronto may apply). Press *9 to raise your hand.

West Grey Public Library Board Minutes

May 12, 2021

West Grey Public Library - Virtual

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

Guest: Kerri Mighton, Director of Finance and Treasurer

Call to Order

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

Moved by Malcom Beddoe and seconded by Elizabeth Murray it hereby be resolved that the West Grey Public Library Board approve the agenda. Motion carried.

Declaration of Pecuniary Interest or Conflict of Interest

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

Delegation

None.

Consent Agenda

- a. Adopt previous minutes– April 2021
- b. Accounts Payable –April 2021

Moved by Beth Hamilton and seconded by Boyde Colwell it hereby be resolved the West Grey Public Library Board adopt items A and B on the consent agenda. Motion carried.

Kerri Mighton, Director of Finance and Treasurer

- a. Reserves
- b. Development Charges

Librarian's Report- CEO presented report to Board.

Curbside pick-up remains an option for all branches.

CEO identified new programs that are being launched because of staff creativity with COVID-19 restrictions.

Moved by Elizabeth Murray and seconded by Les Bridgen to receive the Librarian's Report for May 2021.

Motion carried.

Moved by Stephen Townsend and seconded by Elizabeth Murray that library overdue fines be waived for 2021 to ensure barrier-free inclusion.

Motion carried.

Correspondence – None

West Grey Public Library Board Minutes

May 12, 2021

West Grey Public Library - Virtual

Matters arising from the Minutes

a. BL-05 Meetings of the Board

Moved by Beth Hamilton and seconded by Elizabeth Murray that BL-05 be approved.

Motion carried.

Report from Council members

Passed Municipal budget

Hanover boundary expansion

Durham growth and expansion report has been made public

Other business

a. 2021 Revised Budget approval

Moved by Boyde Colwell and seconded by Elizabeth Murray that the West Grey Public Library Board adopt the revised 2021 budget.

Motion carried.

Open Discussion

Discussion around Strategic Plan and 2022 Budget

Mayor Robinson invited the WGPL to present a delegation to Municipality of West Grey Council

New Wage Grid

Moved by Elizabeth Murray and seconded by Les Bridgen that West Grey Public Library Board enter Closed Session to discuss personnel matters at 8:29 pm.

Motion carried.

Moved by Beth Hamilton and seconded by Elizabeth Murray that West Grey Public Library Board end Closed Session at 8:38 pm. Motion carried.

Next Meeting the next meeting of the West Grey Public Library Board will be held via Zoom on June 9, 2021 at 7 pm

Adjournment: Motion to adjourn at 8:40 pm moved by Elizabeth Murray.

Chair

Date



For Period Ending 31-May-2021

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
LIBRARY				
OPERATING REVENUES				
Transfer from Reserves	0.00	(6,000.00)	(6,000.00)	0.00
Grants Province	0.00	(24,190.00)	(24,190.00)	0.00
Prov Revenue - Connectivity	(695.7C)	(800.00)	(104.30)	0.87
Donations	(933.9C)	0.00	933.90	0.00
Library Revenue	(122.5C)	(1,250.00)	(1,127.50)	0.10
Service Fees Revenue	(313.5C)	(1,250.00)	(936.50)	0.25
Fines Revenue	(94.35)	(1,250.00)	(1,155.65)	0.08
Total OPERATING REVENUES	(2,159.95)	(34,740.00)	(32,580.05)	0.06
OPERATING EXPENSES				
Wages	87,856.22	258,633.00	170,776.78	0.34
Benefits	19,281.59	55,107.00	35,825.41	0.35
Materials & Supplies	275.38	1,500.00	1,224.62	0.18
Office Supplies	446.47	1,000.00	553.53	0.45
Volunteer Recognition	265.56	300.00	34.44	0.89
General Memberships	100.00	400.00	300.00	0.25
Advertising	428.24	1,000.00	571.76	0.43
Building Maintenance	2,530.94	5,000.00	2,469.06	0.51
Mileage/Courier	125.39	1,000.00	874.61	0.13
Copier Lease	885.30	1,800.00	914.70	0.49
Program Development	1,593.95	2,500.00	906.05	0.64
ILLO Expense	155.38	700.00	544.62	0.22
Overdrive/E-Books	5,725.31	4,000.00	(1,725.31)	1.43
KOHA Support	4,972.00	4,600.00	(372.00)	1.08
IT Support	1,786.08	2,500.00	713.92	0.71
Equipment Maintenance	367.33	4,000.00	3,632.67	0.09
Autotmation - Patrons	1,448.11	4,000.00	2,551.89	0.36
Book Processing Fee	1,095.16	3,000.00	1,904.84	0.37
Books	7,777.45	24,000.00	16,222.55	0.32
Videos	15.23	1,000.00	984.77	0.02
Periodicals	141.69	1,000.00	858.31	0.14
Conference/Training	0.00	4,000.00	4,000.00	0.00
Security	490.40	1,400.00	909.60	0.35
Library Board	0.00	3,400.00	3,400.00	0.00
Total OPERATING EXPENSES	137,763.18	385,840.00	248,076.82	0.36
BRANCH EXPENSES				
ELMWOOD BRANCH EXPENSES	111.86	50.00	(61.86)	2.24
NEUSTADT BRANCH EXPENSES	4,608.39	7,200.00	2,591.61	0.64
NORMANBY BRANCH EXPENSES	3,463.91	7,300.00	3,836.09	0.47
DURHAM BRANCH EXPENSES	6,970.31	16,500.00	9,529.69	0.42
Total BRANCH EXPENSES	15,154.47	31,050.00	15,895.53	0.49
Total LIBRARY	150,757.70	382,150.00	231,392.30	0.39

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



GL5410

Date : Jun 03, 2021

Page : 1

Time : 10:07 am

For Period Ending 31-May-2021

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
LIBRARY				
OPERATING REVENUES				
Transfer from Reserves				
2-4-4000-3076 Transfer From Reserves	0.00	(6,000.00)	(6,000.00)	0.00
Total Transfer from Reserves	0.00	(6,000.00)	(6,000.00)	0.00
Grants Province				
2-4-4000-5300 Grants Province	0.00	(24,190.00)	(24,190.00)	0.00
Total Grants Province	0.00	(24,190.00)	(24,190.00)	0.00
Prov Revenue - Connectivity				
2-4-4000-5310 Lib Prov Revenue - Connectivity	(695.7C)	(800.00)	(104.30)	0.87
Total Prov Revenue - Connectivity	(695.7C)	(800.00)	(104.30)	0.87
Donations				
2-4-2000-5350 Library Donations Neustadt	(400.0C)	0.00	400.00	0.00
2-4-3000-5350 Library Donations Normanby	(0.25)	0.00	0.25	0.00
2-4-4000-5350 Library Donations Durham	(533.65)	0.00	533.65	0.00
Total Donations	(933.9C)	0.00	933.90	0.00
Library Revenue				
2-4-4000-5410 Library Revenue Durham	(122.50)	(1,250.00)	(1,127.50)	0.10
Total Library Revenue	(122.5C)	(1,250.00)	(1,127.50)	0.10
Service Fees Revenue				
2-4-3000-5411 Library Rev Service Fees Normanby	(22.75)	0.00	22.75	0.00
2-4-4000-5411 Library Rev Service Fees Durham	(290.75)	(1,250.00)	(959.25)	0.23
Total Service Fees Revenue	(313.5C)	(1,250.00)	(936.50)	0.25
Fines Revenue				
2-4-2000-5412 Library Revenue Fines Neustadt	(1.10)	0.00	1.10	0.00
2-4-4000-5412 Library Revenue Fines Durham	(93.25)	(1,250.00)	(1,156.75)	0.07
Total Fines Revenue	(94.35)	(1,250.00)	(1,155.65)	0.08
Total OPERATING REVENUES	(2,159.95)	(34,740.00)	(32,580.05)	0.06
OPERATING EXPENSES				
Wages				
2-5-4000-1010 Lib Wages Durham	87,856.22	258,633.00	170,776.78	0.34
Total Wages	87,856.22	258,633.00	170,776.78	0.34
Benefits				
2-5-4000-1015 Lib Benefits Durham	19,281.59	55,107.00	35,825.41	0.35
Total Benefits	19,281.59	55,107.00	35,825.41	0.35
Materials & Supplies				
2-5-4000-2029 Library COVID Expenses	275.38	1,500.00	1,224.62	0.18
Total Materials & Supplies	275.38	1,500.00	1,224.62	0.18
Office Supplies				
2-5-4000-2011 Lib Office Supplies Durham	446.47	1,000.00	553.53	0.45
Total Office Supplies	446.47	1,000.00	553.53	0.45



For Period Ending 31-May-2021

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
LIBRARY				
Volunteer Recognition				
2-5-4000-2012 Volunteer Recognition Durham	265.56	300.00	34.44	0.89
Total Volunteer Recognition	265.56	300.00	34.44	0.89
General Memberships				
2-5-4000-2020 Lib General Memberships	100.00	400.00	300.00	0.25
Total General Memberships	100.00	400.00	300.00	0.25
Advertising				
2-5-4000-2013 Lib Advertising Durham	428.24	1,000.00	571.76	0.43
Total Advertising	428.24	1,000.00	571.76	0.43
Building Maintenance				
2-5-4000-2015 Lib Bldg Maintenance Durham	2,530.94	5,000.00	2,469.06	0.51
Total Building Maintenance	2,530.94	5,000.00	2,469.06	0.51
Mileage/Courier				
2-5-4000-2021 Courier Mileage/Compensation	125.39	1,000.00	874.61	0.13
Total Mileage/Courier	125.39	1,000.00	874.61	0.13
Copier Lease				
2-5-4000-2022 Lib. Durham Copier Lease	885.30	1,800.00	914.70	0.49
Total Copier Lease	885.30	1,800.00	914.70	0.49
Program Development				
2-5-4000-2023 Program Development Durham	1,593.95	2,500.00	906.05	0.64
Total Program Development	1,593.95	2,500.00	906.05	0.64
ILLO Expense				
2-5-4000-2019 Lib ILLO Expense	155.38	700.00	544.62	0.22
Total ILLO Expense	155.38	700.00	544.62	0.22
Overdrive/E-Books				
2-5-4000-2026 Library - Overdrive/e-books	5,725.31	4,000.00	(1,725.31)	1.43
Total Overdrive/E-Books	5,725.31	4,000.00	(1,725.31)	1.43
KOHA Support				
2-5-4000-2027 Library - KOHA support	4,972.00	4,600.00	(372.00)	1.08
Total KOHA Support	4,972.00	4,600.00	(372.00)	1.08
IT Support				
2-5-4000-2028 Library - IT support	1,786.08	2,500.00	713.92	0.71
Total IT Support	1,786.08	2,500.00	713.92	0.71
Equipment Maintenance				
2-5-4000-2035 Library Computer Purchases	367.33	4,000.00	3,632.67	0.09
Total Equipment Maintenance	367.33	4,000.00	3,632.67	0.09
Autotmaton - Patrons				
2-5-4000-2036 Library- Photocopies, Database, Webs	1,448.11	4,000.00	2,551.89	0.36
Total Autotmaton - Patrons	1,448.11	4,000.00	2,551.89	0.36



For Period Ending 31-May-2021

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
LIBRARY				
Book Processing Fee				
2-5-4000-2043 Lib. Durham Book Processing Fees	1,095.16	3,000.00	1,904.84	0.37
Total Book Processing Fee	1,095.16	3,000.00	1,904.84	0.37
Books				
2-5-4000-2044 Lib Purchase Books Durham	7,777.45	24,000.00	16,222.55	0.32
Total Books	7,777.45	24,000.00	16,222.55	0.32
Videos				
2-5-4000-2045 Lib DVDs Durham	15.23	1,000.00	984.77	0.02
Total Videos	15.23	1,000.00	984.77	0.02
Periodicals				
2-5-4000-2046 Lib Periodicals Durham	141.69	1,000.00	858.31	0.14
Total Periodicals	141.69	1,000.00	858.31	0.14
Conference/Training				
2-5-4000-2077 Lib Durham Conference/Training	0.00	4,000.00	4,000.00	0.00
Total Conference/Training	0.00	4,000.00	4,000.00	0.00
Security				
2-5-4000-2051 Library - Security Expense	490.40	1,400.00	909.60	0.35
Total Security	490.40	1,400.00	909.60	0.35
Library Board				
2-5-5000-3011 Admin Costs West Grey	0.00	3,400.00	3,400.00	0.00
Total Library Board	0.00	3,400.00	3,400.00	0.00
Total OPERATING EXPENSES	137,763.18	385,840.00	248,076.82	0.36
BRANCH EXPENSES				
ELMWOOD BRANCH EXPENSES				
2-5-1000-2016 Lib Telephone/Fax Elmwood	111.86	50.00	(61.86)	2.24
Total ELMWOOD BRANCH EXPENSES	111.86	50.00	(61.86)	2.24
NEUSTADT BRANCH EXPENSES				
2-5-2000-2008 Lib Utilities Water/Sewer Neustadt	139.44	600.00	460.56	0.23
2-5-2000-2009 Lib Utilities Heat Neustadt	2,119.71	2,000.00	(119.71)	1.06
2-5-2000-2014 Lib Utilities Hydro Neustadt	172.39	1,500.00	1,327.61	0.11
2-5-2000-2016 Lib Telephone/Fax Neustadt	103.89	400.00	296.11	0.26
2-5-2000-2017 Lib Internet Neustadt	305.08	800.00	494.92	0.38
2-5-2000-2025 Lib Insurance Neustadt	1,602.00	1,000.00	(602.00)	1.60
2-5-2000-2050 Lib Neustadt Lot/Grass Maintenance	165.88	300.00	134.12	0.55
2-5-2000-3011 Lib Contract Labour Neustadt	0.00	600.00	600.00	0.00
Total NEUSTADT BRANCH EXPENSES	4,608.39	7,200.00	2,591.61	0.64
NORMANBY BRANCH EXPENSES				
2-5-3000-2008 Lib Utilities Water/Sewer Normanby	42.00	100.00	58.00	0.42
2-5-3000-2009 Lib Utilities Heat Normanby	1,052.93	2,000.00	947.07	0.53
2-5-3000-2014 Lib Utilities Hydro Normanby	348.26	1,800.00	1,451.74	0.19
2-5-3000-2016 Lib Telephone/Fax Normanby	103.46	400.00	296.54	0.26
2-5-3000-2017 Lib Internet Normanby	305.08	800.00	494.92	0.38
2-5-3000-2025 Lib Insurance Normanby	1,602.00	1,000.00	(602.00)	1.60
2-5-3000-2050 Lib Nby Lot/Grass Maintenance	10.18	600.00	589.82	0.02
2-5-3000-3011 Lib Contract Labour Normanby	0.00	600.00	600.00	0.00

MUNICIPALITY OF WEST GREY
LIBRARY - WEST GREY



GL5410

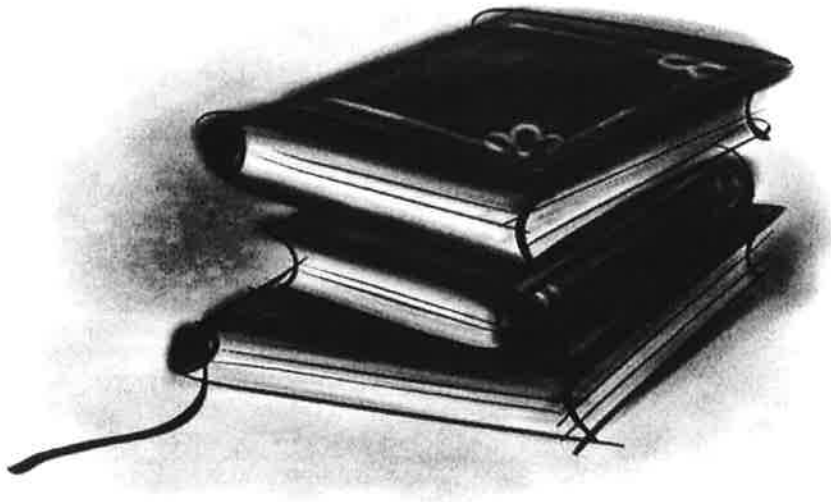
Date : Jun 03, 2021

Page : 4

Time : 10:07 am

For Period Ending 31-May-2021

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
LIBRARY				
Total NORMANBY BRANCH EXPENSES	3,463.91	7,300.00	3,836.09	0.47
DURHAM BRANCH EXPENSES				
2-5-4000-2008 Lib Utilities Water/Sewer Durham	152.18	700.00	547.82	0.22
2-5-4000-2009 Lib Utilities Heat Durham	669.71	1,200.00	530.29	0.56
2-5-4000-2014 Lib Utilities Hydro Durham	1,220.75	3,000.00	1,779.25	0.41
2-5-4000-2016 Lib Telephone/Fax Durham	445.62	1,500.00	1,054.38	0.30
2-5-4000-2017 Lib Connectivity/Internet	710.10	2,200.00	1,489.90	0.32
2-5-4000-2018 Lib Hall Rentals	0.00	400.00	400.00	0.00
2-5-4000-2025 Lib Insurance Durham	1,602.00	1,000.00	(602.00)	1.60
2-5-4000-2050 Lib Durham Lot/Grass Maintenance	20.35	1,500.00	1,479.65	0.01
2-5-4000-3011 Lib Durham Contract Wages	2,149.60	5,000.00	2,850.40	0.43
Total DURHAM BRANCH EXPENSES	6,970.31	16,500.00	9,529.69	0.42
Total BRANCH EXPENSES	15,154.47	31,050.00	15,895.53	0.49
Total LIBRARY	150,757.70	382,150.00	231,392.30	0.39



MUNICIPALITY OF WEST GREY

LIBRARY BOARD MEETING

Wednesday, June 9th, 2021



A/P VOUCHER 2021

May V05 - \$6,711.75

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



AP5130 Page : 1
 Date : Jun 03, 2021 Time : 9:20 am

Vendor : @HO00001 To ZZZ91192
 Batch : 128 To 128
 Department : All

Cheque Print Date : 01-May-2021 To 31-May-2021
 Bank : 2 To 2
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2000 Library Expense Neustadt					
S&19029	S & E LAWN CARE & SNOW REMOVAL LTD				
2021-0417	Library grass cutting (Durh-May 13/ Ayton-May 13/ Neust-May 14)	128	27-May-2021	28-May-2021	
2-5-2000-2050	Lib Neustadt Lot/Grass Maintenance				11.30
SPA19370	SPARLING'S PROPANE CO. LTD.				
310440791272	May 7 propane delivery @ Neustadt library	128	12-May-2021	14-May-2021	
2-5-2000-2009	Lib Utilities Heat Neustadt				332.43
Department Totals :					343.73

DEPARTMENT 3000 Library Expense Normanby					
S&19029	S & E LAWN CARE & SNOW REMOVAL LTD				
2021-0417	Library grass cutting (Durh-May 13/ Ayton-May 13/ Neust-May 14)	128	27-May-2021	28-May-2021	
2-5-3000-2050	Lib Nby Lot/Grass Maintenance				11.30
SGS12007	SGS LAKEFIELD RESEARCH LTD				
11414003	LIBR April 20 water testing @ 610 Alfred Str Ayton - Library portion	128	11-May-2021	14-May-2021	
2-5-3000-2008	Lib Utilities Water/Sewer Normanby				11.67
SPA19370	SPARLING'S PROPANE CO. LTD.				
887250769209	April 29 propane delivery @ 610 Alfred Str Ayton : Library portion	128	11-May-2021	14-May-2021	
2-5-3000-2009	Lib Utilities Heat Normanby				261.63
Department Totals :					284.60

DEPARTMENT 4000 Library Expense Durham					
EXC05059	EXCEL BUSINESS SYSTEMS				
255561	Library copier lease - June	128	21-May-2021	28-May-2021	
2-5-4000-2022	Lib. Durham Copier Lease				163.85
416079	April copier read @ D.Library (1546)	128	11-May-2021	14-May-2021	
2-5-4000-2036	Library- Photocopies, Database, Website				70.12
GRE00034	GREY COUNTY MASTER GARDENERS				
MAY 7/21	2021 Donation from West Grey Library	128	11-May-2021	14-May-2021	
2-5-4000-2023	Program Development Durham				50.00
HOL08022	HOLST OFFICE PRO.				
H9909	Copier paper, dry erase set, post-it-notes	128	11-May-2021	14-May-2021	
2-5-4000-2011	Lib Office Supplies Durham				69.14
K0576	Printer/ Toner, mouse, ,etc / Disinfecting wipes (COVID)	128	11-May-2021	14-May-2021	
2-5-4000-2035	Library Computer Purchases				247.47
2-5-4000-2011	Lib Office Supplies Durham				158.36
2-5-4000-2029	Library COVID Expenses				18.03
LIB00002	LIBRARY SERVICES CENTRE				
604718	May 14 book order / proc charges	128	21-May-2021	28-May-2021	
2-5-4000-2043	Lib. Durham Book Processing Fees				8.14
2-5-4000-2044	Lib Purchase Books Durham				56.92
PRI00001	STORZ KIM				
MAY 5, 2021	Amazon.ca April 30 : book order / proc charges	128	11-May-2021	14-May-2021	
2-5-4000-2044	Lib Purchase Books Durham				144.49
2-5-4000-2043	Lib. Durham Book Processing Fees				201.79
S&19029	S & E LAWN CARE & SNOW REMOVAL LTD				
2021-0351	Window cleaning @ Durh.Library - April 26	128	11-May-2021	14-May-2021	

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



AP5130

Page : 2

Date : Jun 03, 2021

Time : 9:20 am

Vendor : @HO00001 To ZZZ91192

Batch : 128 To 128

Department : All

Cheque Print Date : 01-May-2021 To 31-May-2021

Bank : 2 To 2

Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 4000	Library Expense Durham				
2-5-4000-3011	Lib Durham Contract Wages				203.40
2021-037B	Durham Library cleaning services - April (4)	128	11-May-2021	14-May-2021	
2-5-4000-3011	Lib Durham Contract Wages				429.40
2021-0417	Library grass cutting (Durh-May 13/ Ayton-May 13/ Neust-May 14)	128	27-May-2021	28-May-2021	
2-5-4000-2050	Lib Durham Lot/Grass Maintenance				22.60
SWA00003	SWAN DUST CONTROL				
5825259	April 21 mat rental @ Durham Library	128	11-May-2021	14-May-2021	
2-5-4000-2015	Lib Bldg Maintenance Durham				21.47
5832417	May 5 mat rental @ Durham Library	128	11-May-2021	14-May-2021	
2-5-4000-2015	Lib Bldg Maintenance Durham				21.47
5842568	May 19 mat rental @ Durham Library	128	27-May-2021	28-May-2021	
2-5-4000-2015	Lib Bldg Maintenance Durham				21.47
TEC00001	TECH 360				
2021-097	WiFi Router replacement/ installation @ Durham Library	128	11-May-2021	14-May-2021	
2-5-4000-2035	Library Computer Purchases				160.44
2-5-4000-2028	Library - IT support				108.76
WAT00015	WATTS SARAH				
FEBRUARY 20	February mileage - 157kms	128	12-May-2021	14-May-2021	
2-5-4000-2021	Courier Mileage/Compensation				71.44
JAN. 2021	January mileage - 149 kms	128	12-May-2021	14-May-2021	
2-5-4000-2021	Courier Mileage/Compensation				67.80
WHI00003	WHITEHOTS INC				
3398362	April 22 book order	128	11-May-2021	14-May-2021	
2-5-4000-2044	Lib Purchase Books Durham				149.65
3398363	April 22 book order	128	11-May-2021	14-May-2021	
2-5-4000-2044	Lib Purchase Books Durham				37.10
3398704	April 23 book order	128	11-May-2021	14-May-2021	
2-5-4000-2044	Lib Purchase Books Durham				24.08
3399457	April 29 book order	128	21-May-2021	28-May-2021	
2-5-4000-2044	Lib Purchase Books Durham				71.57
3399458	April 29 book order	128	21-May-2021	28-May-2021	
2-5-4000-2044	Lib Purchase Books Durham				412.57
3399877	May 3 book order	128	21-May-2021	28-May-2021	
2-5-4000-2044	Lib Purchase Books Durham				78.94
3400474	May 6 book order	128	21-May-2021	28-May-2021	
2-5-4000-2044	Lib Purchase Books Durham				421.03
3400475	May 6 book order	128	21-May-2021	28-May-2021	
2-5-4000-2044	Lib Purchase Books Durham				52.06
3400824	May 10 book order	128	21-May-2021	28-May-2021	
2-5-4000-2044	Lib Purchase Books Durham				17.55
3400825	May 10 book order	128	21-May-2021	28-May-2021	
2-5-4000-2044	Lib Purchase Books Durham				39.06
Department Totals :					3,620.17
Computer Paid Total :					4,248.50

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



AP5130

Date : Jun 03, 2021

Page : 3

Time : 9:20am

Vendor : @HO00001 To ZZZ91192
Batch : 128 To 128
Department : All

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

Vendor Code	Vendor Name	Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description				
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 1000 Library Expense Elmwood					
BEL02085	BELL MOBILITY				
493-8400 MAY	Elmwd Resource Ctr cell phone - May (final)	128	07-May-2021	07-May-2021	
2-5-1000-2016	Lib Telephone/Fax Elmwood				25.07
Department Totals :					25.07

Vendor Code	Vendor Name	Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description				
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2000 Library Expense Neustadt					
EAS00001	EASTLINK				
15680182	Neustadt Library phone/internet to May 8	128	17-May-2021	17-May-2021	
2-5-2000-2016	Lib Telephone/Fax Neustadt				28.66
2-5-2000-2017	Lib Internet Neustadt				84.69
WES08001	WESTARIO POWER				
2104624491	Neustadt Library hydro - March	128	17-May-2021	17-May-2021	
2-5-2000-2014	Lib Utilities Hydro Neustadt				69.16
Department Totals :					182.51

Vendor Code	Vendor Name	Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description				
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 3000 Library Expense Normanby					
EAS00001	EASTLINK				
15734456	Nby Library phone/internet to May 11	128	17-May-2021	17-May-2021	
2-5-3000-2017	Lib Internet Normanby				84.69
2-5-3000-2016	Lib Telephone/Fax Normanby				28.57
HYD15021	HYDRO ONE NETWORKS INC.				
610 ALFR MAY	610 Alfred St Ayton hydro to April 23 - Libr portion	128	20-May-2021	20-May-2021	
2-5-3000-2014	Lib Utilities Hydro Normanby				102.51
Department Totals :					215.77

Vendor Code	Vendor Name	Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description				
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 4000 Library Expense Durham					
CIB03019	CIBC CREDIT CARD SERVICES				
6065 APR.24/21	Canada Post interlibrary loan delivery charges to April 17	128	07-May-2021	07-May-2021	
2-5-4000-2019	Lib ILLO Expense				35.30
6065 APR.24/21	March 24 Amazon.ca book order	128	07-May-2021	07-May-2021	
2-5-4000-2044	Lib Purchase Books Durham				15.59
6065 APR.24/21	March 24 Amazon.ca book order / proc charges	128	07-May-2021	07-May-2021	
2-5-4000-2043	Lib. Durham Book Processing Fees				103.23
2-5-4000-2044	Lib Purchase Books Durham				305.98
6065 APR.24/21	March 30 Amazon.ca book order / proc charges	128	07-May-2021	07-May-2021	
2-5-4000-2044	Lib Purchase Books Durham				37.58
2-5-4000-2043	Lib. Durham Book Processing Fees				47.98
6065 APR.24/21	IONOS - web hosting services : renewal	128	07-May-2021	07-May-2021	
2-5-4000-2036	Library- Photocopies, Database, Website				16.33
6065 APR.24/21	April 9 - HGTV magazine renewal	128	07-May-2021	07-May-2021	
2-5-4000-2046	Lib Periodicals Durham				52.97
6065 APR.24/21	April 13: Johnny K Sports - small plaques	128	07-May-2021	07-May-2021	
2-5-4000-2012	Volunteer Recognition Durham				107.35
6065 APR.24/21	April 14: Giddy Goblin - gift certificates	128	07-May-2021	07-May-2021	
2-5-4000-2023	Program Development Durham				80.00
6065 APR.24/21	Zoom renewal: April 15/21 - April 14/22	128	07-May-2021	07-May-2021	
2-5-4000-2036	Library- Photocopies, Database, Website				226.00

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



AP5130

Page : 4

Date : Jun 03, 2021

Time : 9:20am

Vendor : @HO00001 To ZZZ91192
 Batch : 128 To 128
 Department : All

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

Vendor Code	Vendor Name	Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description				
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 4000	Library Expense Durham				
6065 APR.24/21 BC Library Assoc. Ad: Library Services Assistant P/T	2-5-4000-2013 Lib Advertising Durham	128	07-May-2021	07-May-2021	55.00
6065 APR.24/21 Applie iCloud storage plan for April	2-5-4000-2036 Library- Photocopies, Database, Website	128	07-May-2021	07-May-2021	1.46
6065 APR.24/21 Microsoft 365 subscription	2-5-4000-2036 Library- Photocopies, Database, Website	128	07-May-2021	07-May-2021	123.17
EAS00001 EASTLINK					
15680182 Neustadt Library security to May 8	2-5-4000-2051 Library - Security Expense	128	17-May-2021	17-May-2021	25.88
15734456 Nby Library security to May 11	2-5-4000-2051 Library - Security Expense	128	17-May-2021	17-May-2021	25.88
15936461 Durham Library phone/internet / security to May 29	2-5-4000-2017 Lib Connectivity/Internet	128	17-May-2021	17-May-2021	134.41
2-5-4000-2016 Lib Telephone/Fax Durham					122.01
2-5-4000-2051 Library - Security Expense					67.52
HYD15021 HYDRO ONE NETWORKS INC.					
453 GARAF MA Durh. Library hydro to April 21	2-5-4000-2014 Lib Utilties Hydro Durham	128	07-May-2021	07-May-2021	292.98
UNI21001 ENBRIDGE GAS (UNION GAS)					
453 GARAF M/ Durham Library heat to May 10	2-5-4000-2009 Lib Utilties Heat Durham	128	20-May-2021	20-May-2021	163.28

Department Totals : 2,039.90

EFT Paid Total : 2,463.25

Total Unpaid for Approval : 0.00
 Total Manually Paid for Approval : 0.00
 Total Computer Paid for Approval : 4,248.50
 Total EFT Paid for Approval : 2,463.25
Grand Total ITEMS for Approval : 6,711.75

Administration

Updates

- Flooring quotes – should have them all by next week. We are looking 10-12 weeks out. Flooring arrival and install should happen in August or September. Durham branch will have to be closed for a few weeks to accommodate. Waiting to for quotes to confirm timeframe.
- Funding to offset COVID expenses from Council/Municipality – Board will need to submit a request in writing to Council.
- DC's
 - Library is 4.95% of the Residential DC Charge. We do not have a Non-residential DC Charge.

SCHEDULE OF DEVELOPMENT CHARGES

Service	RESIDENTIAL						NON-RESIDENTIAL	
	Single & Semi Detached Dwelling	Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)		
Municipal Wide Services:								
Services Related to a Highway	57.65%	\$3,561	\$2,280	\$2,400	\$1,601	\$1,518	67.97%	\$2.27
Fire Protection Services	8.90%	\$549	\$352	\$370	\$247	\$234	10.48%	\$0.35
Poice Services	2.75%	\$170	\$109	\$115	\$76	\$72	3.29%	\$0.11
Parks & Recreation Services	19.32%	\$1,193	\$764	\$804	\$536	\$509	8.38%	\$0.28
Library Services	4.95%	\$306	\$196	\$206	\$138	\$130	2.10%	\$0.07
Administration Studies	6.43%	\$397	\$254	\$268	\$179	\$169	7.78%	\$0.26
Total Municipal Wide Services	100.00%	\$6,176	\$3,955	\$4,165	\$2,777	\$2,632	100.00%	\$3.34

SCHEDULE OF DEVELOPMENT CHARGES PHASE IN

Category	Year 1 April 28, 2020 to December 31, 2021		Year 2 January 1, 2022 to December 31, 2022		Year 3 January 1, 2023 to December 31, 2023		Year 4 January 1, 2024 to December 31, 2024		Year 5 January 1, 2025 to December 31, 2025	
	Residential									
Single and Semi-Detached Dwelling	52.62%	\$3,250	52.62%	\$3,250	68.00%	\$4,200	84.00%	\$5,188	100.00%	\$6,176
Multiples	82.17%	\$3,250	82.17%	\$3,250	82.17%	\$3,250	84.00%	\$3,322	100.00%	\$3,955
Apartments - 2 Bedrooms +	78.07%	\$3,250	78.07%	\$3,250	78.07%	\$3,250	84.00%	\$3,497	100.00%	\$4,163
Apartments - Bachelor and 1 Bedroom	100.00%	\$2,777	100.00%	\$2,777	100.00%	\$2,777	100.00%	\$2,777	100.00%	\$2,777
Special Care/Special Dwelling Units	100.00%	\$2,632	100.00%	\$2,632	100.00%	\$2,632	100.00%	\$2,632	100.00%	\$2,632
Non-Residential	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00

MOU updates and changes to be made:

- Petty cash will now be cash instead of cheque for future reimbursements.
- More efficient to keep the Municipality with signing authority.
 - I approve all payments
 - A/P will process and cut the cheques
 - Cheques are signed by two (CAO, Treasurer, Clerk)
 - Cheques are done twice a month unless something is urgent

Sick days – for discussion

- Some librarians offer the 2 paid sick days, the ESA took away.
- Some are offering 3 paid sick days at the moment to help with those needing to get a COVID test and are hoping these days will remain.

May 2021

- Others don't offer anything
- And another granted 3 PTO days, which are inclusive of sick days and personal leave emergency leave days.
- Statements are part of other personnel policies. Example below.
 - Part-time employees shall have a total of two (2) paid sick days available per year with both available at the first day of the new year.
 - Any absence that exceeds three (3) consecutive workdays may require a medical certificate. A doctor's certificate may also be required to confirm any illness when sick leaves are taken:
 - 4.1. On days immediately preceding or immediately following a statutory or recognized holiday,
 - 4.2. On a day when the BMPL Board has declared the Library closed
 - 4.3. Immediately following scheduled and approved vacation time.

Staffing

- Interviews have been completed; references are being checked.
- We will fill 2 positions with this hire.
- We will advertise for the student position in August, hopefully getting them hired to start in September.

Programming

Adult

Roaming Readers started Thursday, May 27th, an all-walking, all-talking book show and tell. Feedback from the first session was very positive! We have a few new members joining the June 24th walk.

The Library's *Time Capsule* dedication has been pushed back until September.

Look for a self-care wellness adult kit in the summer. Taking care of our mental, emotional and physical health can help us get through extended difficult times.

And looking ahead, the Library's *Summer Bingo* starts in July – cards will be available starting the end of May! Modest prizes - big bragging rights!

Youth

We had some seed-growing grab & go craft bags. They were very well received, we had 30 people participate in the program.

May 2021

We also held a mural project with Jenny Parsons, where young people ages 10 to 18 participated in a virtual workshop to create drawings for the mural to go up in the Durham Wading Pool. We had 28 sign-ups for that program, mostly tweens but a few teens as well. Jenny is now working on combining the drawings and creating the drafts for the mural, and we'll watch the progress on her social media page.

Jenny is looking for donations to help with the cost of time and materials to paint the mural. I believe she's starting a GoFundMe page.

June 16 is the official 'Get Your Summer Read On' day. Starting June 16th, sign up will begin for the TD Summer Reading Club. Kids can sign up to receive a swag bag, with all the materials they will need to get their summer read on! The program encourages kids to record their reading through the summer on a log sheet and submit it for one of 18 prizes.

The 2nd annual Storywalk for the TD Summer Reading Club will be in two towns with two stories.

We are also bringing 'Explore West Grey' this summer. A scavenger hunt that takes you to locations across West Grey to look for answers to clues. You're sure to stumble across some beautiful spots and enjoy some time with your family along the way!

Friends of the Library

- The FOL held meeting on June 3rd.
- They are looking to hold a large book sale in October at the Legion.
- They are donating \$2,000 towards the wish list this year.
- Their next meeting is in September.