

**West Grey Public Library Board**

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

**Agenda**

**May 11, 2022, 7pm**

1. Call to Order
2. Approval of Agenda

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

3. Declaration of Pecuniary Interest or Conflict of Interest
4. Correspondence
5. Consent Agenda
  - a. Adopt previous minutes – March 9, 2022
  - b. Accounts Payable – A/P Voucher V03 - \$12,986.80Recommendation: Be it hereby resolved that the West Grey Public Library Board adopt items A to B on the consent agenda.

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

6. Librarian' s report
7. Matters arising from the minutes
  - a. Succession Planning and Legacy
  - b. CLOSED SESSION: CEO review
8. Report from Council members'
9. Other business
  - a. Property next to DUR library
10. Open Discussion (15 min)
11. Next Meeting – Wednesday June 8, 2022, 7pm
12. Adjournment

## West Grey Public Library Board Minutes

March 9, 2022

West Grey Public Library — Virtual Meeting

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

**Absent:** Michele Humphrey (Vice Chair)

### **Call to Order**

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

### **Agenda approval**

**Moved by Liz Murray and seconded by Boyde Colwell THAT the agenda be approved.**

**Carried**

### **Declaration of Interest**

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

### **Delegation**

N/A

### **Correspondence**

It was with sincere regret that the Board accepted the resignation of Michele Humphrey.

### **Consent Agenda**

- a. Adopt previous minutes from - 9 February 2022
- b. Accounts Payable - A/P Voucher V02 - \$10,888.15.

Charge to EBooks was queried by Stephen Townsend.

**Moved by Stephen Townsend and seconded by Liz Murray THAT the West Grey Public Library Board adopt items A and B on the Consent Agenda.**

**Carried**

Introductions and welcome to new Board Member Tyler Barlow were extended.

## West Grey Public Library Board Minutes

March 9, 2022

West Grey Public Library — Virtual Meeting

### Librarian's Report

The Library has made a connection and offer of support to an Elmwood Ukrainian Group. No specific arrangements have yet been made.

For the first time, there has been no response to the Library's student summer job applications. Kim will post again.

Kim requested assistance from Councillors Hamilton and Townsend to help connect with the Homecoming committee.

Kim will meet with senior municipal staff to discuss COVID protocols now that they are being reduced by the Province.

**Motion to accept the Librarian's Report by Beth Hamilton, seconded by Liz Murray.**  
**Carried**

### Matters Arising from the Minutes

The RFP for the Library's first Service Review was forwarded to the Municipal staff for posting on Biddingo and the Municipal website. Kim also sent it to a few known consultants. Questions from any applicants must be delivered and responded to via Biddingo.

Kim has received two responses. One is considerably over our budget. Another, from a Library Consultant, has come in on budget, can meet our timelines and has the appropriate qualifications.

Kim will clarify a couple of items the consultant included in his proposal that were not asked for in the RFP and ask for the related budget adjustments.

**Motion by Beth Hamilton and seconded by Boyde Colwell THAT the West Grey Public Library Board award the RFP for the Strategic Service Delivery Review to Lighthouse Consulting Inc., for an agreed upon sum of \$18,000 (plus HST) to be funded from the library reserve account.**

**Motion carried.**

## West Grey Public Library Board Minutes

March 9, 2022

West Grey Public Library — Virtual Meeting

**Motion by Stephen Townsend and seconded by Beth Hamilton THAT the motion in the 9 February 2022 meeting “that \$6,000.00 be left in Library Board Reserves and any budget surpluses be part of Reserves” be rescinded.**

**Carried.**

### **Reports from Councillors**

Stephen provided an update on the Durham Homecoming.

Beth reported on the Policy Committee's update. The Library utilizes many of the Municipality's Operational Policies. The Board is reviewing policy in accordance with the Ontario Library Association's guidelines and the Occupational Health and Safety Act including:

Health and Safety (2003), Accessibility Plan (2003), Integrated Accessibility (2013), Accessible Customer Service (2009), Respect in the Workplace (2010). The CAO has been in contact with municipal staff, seeking the most current version of these policies and is awaiting more information.

### **Other business**

Members are asked to read through the Succession Planning document in preparation for discussion. Succession Planning and Legacy will be discussed, in person, at the next (May) meeting.

Kim will email, to Board Members, her evaluation in April. Members will complete and send it to Malcolm for discussion at May meeting.

**Adjournment: Motion to adjourn the meeting at 8:40 pm by Boyde Colwell.**

**Next meeting, Wednesday 11 May, 7:00 pm, Durham Branch.**

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



GL5410

Date : May 04, 2022

Page : 1

Time : 9:30 am

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For Period Ending 31-May-2022

	CURRENT	CURRENT	VARIANCE \$	VARIANCE %
	YEAR TO DATE	BUDGET		
<b>LIBRARY</b>				
<b>OPERATING REVENUES</b>				
Transfer from Reserves	0.00	(5,000.00)	(5,000.00)	0.00
Grants Province	0.00	(24,190.00)	(24,190.00)	0.00
West Grey Levy	0.00	(440,045.00)	(440,045.00)	0.00
Prov Revenue - Connectivity	0.00	(800.00)	(800.00)	0.00
Donations	(1,147.83)	0.00	1,147.83	0.00
Library Revenue	(12.50)	(1,250.00)	(1,237.50)	1.00
Service Fees Revenue	(111.50)	(1,250.00)	(1,138.50)	8.92
Fines Revenue	(6.75)	0.00	6.75	0.00
Member Card Revenue	(6.00)	0.00	6.00	0.00
Total OPERATING REVENUES	(1,284.58)	(472,535.00)	(471,250.42)	0.27
<b>OPERATING EXPENSES</b>				
Wages	92,323.80	289,342.00	197,018.20	31.91
Benefits	21,800.12	58,397.00	36,596.88	37.33
Materials & Supplies	59.01	1,500.00	1,440.99	3.93
Office Supplies	714.66	1,500.00	785.34	47.64
Volunteer Recognition	87.51	500.00	412.49	17.50
General Memberships	428.96	400.00	(28.96)	107.24
Advertising	55.00	1,000.00	945.00	5.50
Building Maintenance	3,279.92	4,000.00	720.08	82.00
Mileage/Courier	288.36	800.00	511.62	36.05
Copier Lease	741.03	2,000.00	1,258.97	37.05
Program Development	666.37	3,598.00	2,931.63	18.52
ILLO Expense	27.85	500.00	472.15	5.57
Overdrive/E-Books	7,837.54	6,800.00	(1,037.54)	115.26
KOHA Support	4,611.76	5,200.00	588.24	88.69
IT Support	894.20	2,500.00	1,605.80	35.77
Equipment Maintenance	1,683.08	3,485.00	1,801.92	48.29
Automation - Patrons	831.36	5,000.00	4,168.64	16.63
Book Processing Fee	1,124.10	3,000.00	1,875.90	37.47
Books	7,827.31	23,000.00	15,172.69	34.03
Videos	142.72	3,000.00	2,857.27	4.76
Periodicals	70.07	0.00	(70.07)	0.00
Conference/Training	374.06	2,500.00	2,125.94	14.96
Security	383.00	1,400.00	1,017.00	27.36
Library Board	7,123.20	19,533.00	12,409.80	36.47
Total OPERATING EXPENSES	153,375.02	438,955.00	285,579.98	34.94
<b>BRANCH EXPENSES</b>				
NEUSTADT BRANCH EXPENSES	2,883.42	7,080.00	4,196.58	40.73
NORMANBY BRANCH EXPENSES	1,981.33	7,000.00	5,018.67	28.30
DURHAM BRANCH EXPENSES	5,254.03	19,500.00	14,245.97	26.94
Total BRANCH EXPENSES	10,118.78	33,580.00	23,461.22	30.13
Total LIBRARY	162,209.22	0.00	(162,209.22)	0.00



Period Ending 31-May-2022

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
<b>LIBRARY</b>				
<b>OPERATING REVENUES</b>				
<b>Transfer from Reserves</b>				
2-4-4000-3076 Transfer From Reserves	0.00	(5,000.00)	(5,000.00)	0.00
Total Transfer from Reserves	0.00	(5,000.00)	(5,000.00)	0.00
<b>Grants Province</b>				
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
<b>West Grey Levy</b>				
2-4-0900-5302 Grants/Levies West Grey	0.00	(440,045.00)	(440,045.00)	0.00
Total West Grey Levy	0.00	(440,045.00)	(440,045.00)	0.00
<b>Prov Revenue - Connectivity</b>				
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
<b>Donations</b>				
2-4-2000-5350 Library Donations Neustadt	(400.00)	0.00	400.00	0.00
2-4-4000-5350 Library Donations Durham	(182.85)	0.00	182.85	0.00
2-4-4000-6500 Library Donations - Friends of Library	(564.98)	0.00	564.98	0.00
Total Donations	(1,147.83)	0.00	1,147.83	0.00
<b>Library Revenue</b>				
2-4-2000-5410 Library Revenue Neustadt	(2.50)	0.00	2.50	0.00
2-4-4000-5410 Library Revenue Durham	(10.00)	(1,250.00)	(1,240.00)	0.80
Total Library Revenue	(12.50)	(1,250.00)	(1,237.50)	1.00
<b>Service Fees Revenue</b>				
2-4-2000-5411 Library Rev Service Fees Neustadt	(5.75)	0.00	5.75	0.00
2-4-3000-5411 Library Rev Service Fees Normanby	(4.25)	0.00	4.25	0.00
2-4-4000-5411 Library Rev Service Fees Durham	(101.50)	(1,250.00)	(1,148.50)	8.12
Total Service Fees Revenue	(111.50)	(1,250.00)	(1,138.50)	8.92
<b>Fines Revenue</b>				
2-4-4000-5412 Library Revenue Fines Durham	(6.75)	0.00	6.75	0.00
Total Fines Revenue	(6.75)	0.00	6.75	0.00
<b>Member Card Revenue</b>				
2-4-4000-5414 Library Revenue Member Card Durham	(6.00)	0.00	6.00	0.00
Total Member Card Revenue	(6.00)	0.00	6.00	0.00
Total OPERATING REVENUES	(1,284.58)	(472,535.00)	(471,250.42)	0.27
<b>OPERATING EXPENSES</b>				
<b>Wages</b>				
2-5-4000-1010 Lib Wages Durham	92,323.80	289,342.00	197,018.20	31.91
Total Wages	92,323.80	289,342.00	197,018.20	31.91
<b>Benefits</b>				
2-5-4000-1015 Lib Benefits Durham	21,800.12	58,397.00	36,596.88	37.33



Period Ending 31-May-2022

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
<b>BRARY</b>				
<b>erials &amp; Supplies</b>				
2-5-4000-2029 Library COVID Expenses	59.01	1,500.00	1,440.99	3.93
Total Materials & Supplies	59.01	1,500.00	1,440.99	3.93
<b>ce Supplies</b>				
2-5-4000-2011 Lib Office Supplies Durham	714.66	1,500.00	785.34	47.64
Total Office Supplies	714.66	1,500.00	785.34	47.64
<b>nteer Recognition</b>				
2-5-4000-2012 Volunteer Recognition Durham	87.51	500.00	412.49	17.50
Total Volunteer Recognition	87.51	500.00	412.49	17.50
<b>ieral Memberships</b>				
2-5-4000-2020 Lib General Memberships	428.96	400.00	(28.96)	107.24
Total General Memberships	428.96	400.00	(28.96)	107.24
<b>ertising</b>				
2-5-4000-2013 Lib Advertising Durham	55.00	1,000.00	945.00	5.50
Total Advertising	55.00	1,000.00	945.00	5.50
<b>lding Maintenance</b>				
2-5-4000-2015 Lib Bldg Maintenance Durham	3,279.92	4,000.00	720.08	82.00
Total Building Maintenance	3,279.92	4,000.00	720.08	82.00
<b>age/Courier</b>				
2-5-4000-2021 Courier Mileage/Compensation	288.38	800.00	511.62	36.05
Total Mileage/Courier	288.38	800.00	511.62	36.05
<b>ier Lease</b>				
2-5-4000-2022 Lib Durham Copier Lease	741.03	2,000.00	1,258.97	37.05
Total Copier Lease	741.03	2,000.00	1,258.97	37.05
<b>rogram Development</b>				
2-5-4000-2023 Program Development Durham	666.37	3,598.00	2,931.63	18.52
Total Program Development	666.37	3,598.00	2,931.63	18.52
<b>Expense</b>				
2-5-4000-2019 Lib ILLO Expense	27.85	500.00	472.15	5.57
Total ILLO Expense	27.85	500.00	472.15	5.57
<b>verdrive/E-Books</b>				
2-5-4000-2026 Library - Overdrive/e-books	7,837.54	6,800.00	(1,037.54)	115.26
Total Overdrive/E-Books	7,837.54	6,800.00	(1,037.54)	115.26
<b>IA Support</b>				
2-5-4000-2027 Library - KOHA support	2,620.32	5,200.00	2,579.68	50.39
2-5-5000-2027 Lib. Board - KOHA support	1,991.44	0.00	(1,991.44)	0.00
Total KOHA Support	4,611.76	5,200.00	588.24	88.69
<b>upport</b>				
2-5-4000-2028 Library - IT support	894.20	2,500.00	1,605.80	35.77



Period Ending 31-May-2022

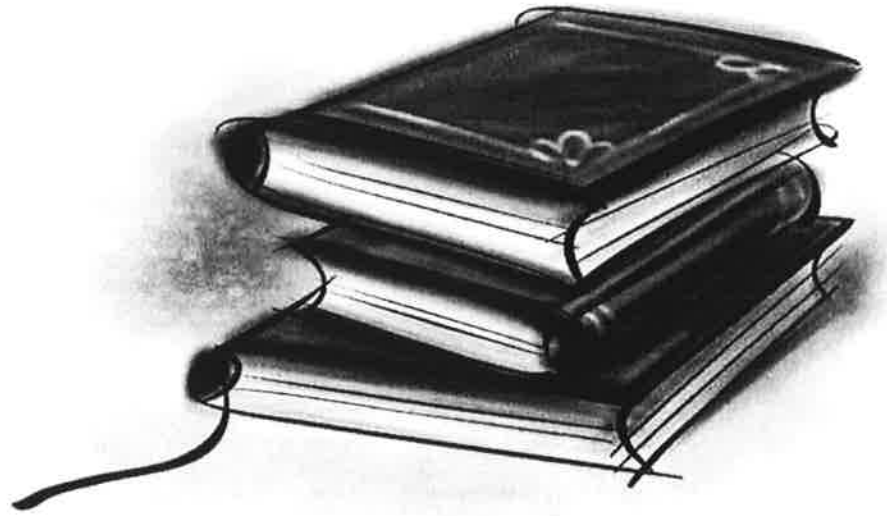
	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
<b>BRARY</b>				
Total IT Support	894.20	2,500.00	1,605.80	35.77
<b>Equipment Maintenance</b>				
2-5-4000-2035 Lib Computer Purchases	1,683.08	3,485.00	1,801.92	48.29
Total Equipment Maintenance	1,683.08	3,485.00	1,801.92	48.29
<b>Automation - Patrons</b>				
2-5-4000-2036 Lib- Photocopies, Database, Webs	831.36	5,000.00	4,168.64	16.63
Total Automation - Patrons	831.36	5,000.00	4,168.64	16.63
<b>Book Processing Fee</b>				
2-5-4000-2043 Lib Durham Book Processing Fees	1,124.10	3,000.00	1,875.90	37.47
Total Book Processing Fee	1,124.10	3,000.00	1,875.90	37.47
<b>Books</b>				
2-5-4000-2044 Lib Purchase Books Durham	7,827.31	23,000.00	15,172.69	34.03
Total Books	7,827.31	23,000.00	15,172.69	34.03
<b>Videos</b>				
2-5-4000-2045 Lib DVDs Durham	142.73	3,000.00	2,857.27	4.76
Total Videos	142.73	3,000.00	2,857.27	4.76
<b>Periodicals</b>				
2-5-4000-2046 Lib Periodicals Durham	70.07	0.00	(70.07)	0.00
Total Periodicals	70.07	0.00	(70.07)	0.00
<b>Conference/Training</b>				
2-5-4000-2077 Lib Durham Conference/Training	374.06	2,500.00	2,125.94	14.96
Total Conference/Training	374.06	2,500.00	2,125.94	14.96
<b>Security</b>				
2-5-4000-2051 Library - Security Expense	383.00	1,400.00	1,017.00	27.36
Total Security	383.00	1,400.00	1,017.00	27.36
<b>Library Board</b>				
2-5-5000-3010 Library Other Pymts Grey Highlands	0.00	16,133.00	16,133.00	0.00
2-5-5000-3011 Admin Costs West Grey	7,123.20	3,400.00	(3,723.20)	209.51
Total Library Board	7,123.20	19,533.00	12,409.80	36.47
Total OPERATING EXPENSES	153,375.02	438,955.00	285,579.98	34.94
<b>BRANCH EXPENSES</b>				
<b>NEUSTADT BRANCH EXPENSES</b>				
2-5-2000-2008 Lib Utilities Water/Sewer Neustadt	147.50	580.00	432.50	25.43
2-5-2000-2009 Lib Utilities Heat Neustadt	1,923.90	2,000.00	76.10	96.20
2-5-2000-2014 Lib Utilities Hydro Neustadt	185.25	800.00	614.75	23.16
2-5-2000-2016 Lib Telephone/Fax Neustadt	76.83	400.00	323.17	19.21
2-5-2000-2017 Lib Internet Neustadt	259.32	800.00	540.68	32.42
2-5-2000-2025 Lib Insurance Neustadt	0.00	1,600.00	1,600.00	0.00
2-5-2000-2050 Lib Neustadt Lot/Grass Maintenance	290.62	400.00	109.38	72.66
2-5-2000-3011 Lib Contract Labour Neustadt	0.00	500.00	500.00	0.00
Total NEUSTADT BRANCH EXPENSES	2,883.42	7,080.00	4,196.58	40.73





Period Ending 31-May-2022

	CURRENT	CURRENT	VARIANCE \$	VARIANCE %
	YEAR TO DATE	BUDGET		
<b>BRARY</b>				
<b>NORMANBY BRANCH EXPENSES</b>				
2-5-3000-2008 Lib Utilities Water/Sewer Normanby	31.50	150.00	118.50	21.00
2-5-3000-2009 Lib Utilities Heat Normanby	1,258.47	1,800.00	541.53	69.92
2-5-3000-2014 Lib Utilities Hydro Normanby	355.08	1,100.00	744.92	32.28
2-5-3000-2016 Lib Telephone/Fax Normanby	76.96	400.00	323.04	19.24
2-5-3000-2017 Lib Internet Normanby	259.32	950.00	690.68	27.30
2-5-3000-2025 Lib Insurance Normanby	0.00	1,600.00	1,600.00	0.00
2-5-3000-2050 Lib Nby Lot/Grass Maintenance	0.00	500.00	500.00	0.00
2-5-3000-3011 Lib Contract Labour Normanby	0.00	500.00	500.00	0.00
Total NORMANBY BRANCH EXPENSES	1,981.33	7,000.00	5,018.67	28.30
<b>DURHAM BRANCH EXPENSES</b>				
2-5-4000-2008 Lib Utilities Water/Sewer Durham	160.20	700.00	539.80	22.89
2-5-4000-2009 Lib Utilities Heat Durham	767.63	1,200.00	432.37	63.97
2-5-4000-2014 Lib Utilities Hydro Durham	1,161.36	3,000.00	1,838.64	38.71
2-5-4000-2016 Lib Telephone/Fax Durham	474.75	1,500.00	1,025.25	31.65
2-5-4000-2017 Lib Connectivity/Internet	524.88	5,000.00	4,475.12	10.50
2-5-4000-2025 Lib Insurance Durham	0.00	1,600.00	1,600.00	0.00
2-5-4000-2050 Lib Durham Lot/Grass Maintenance	0.00	1,000.00	1,000.00	0.00
2-5-4000-3011 Lib Durham Contract Wages	2,165.21	5,500.00	3,334.79	39.37
Total DURHAM BRANCH EXPENSES	5,254.03	19,500.00	14,245.97	26.94
Total BRANCH EXPENSES	10,118.78	33,580.00	23,461.22	30.13
LIBRARY	162,209.22	0.00	(162,209.22)	0.00



# **MUNICIPALITY OF WEST GREY**

## **LIBRARY BOARD MEETING**

**Wednesday, May 11<sup>th</sup>, 2022**

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A/P VOUCHER 2022

March V03 - \$12,986.80

## MUNICIPALITY OF WEST GREY

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



AP5130

Page : 1

Date : Apr 12, 2022

Time : 9:51 am

Vendor : @HO00001 To ZZZ91192

Batch : 75 To 75

Department : All

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

Bank : 2 To 2

Class : All

Vendor Name	Batch Invc Date	Inv Due Date	
Invoice Description			
G.L. Account CC1 CC2 CC3 GL Account Name			Amount
<b>DEPARTMENT 2000 Library Expense Neustadt</b>			
<b>PRO00008 2357801 ONT INC</b>			
ICG7477 LIBF February snow removal @ Neustadt Library (6)	75 21-Mar-2022	21-Mar-2022	
-5-2000-2050 Lib Neustadt Lot/Grass Maintenance			121.02
<b>PA19370 SPARLING'S PROPANE CO. LTD.</b>			
31044079127 March 3 propane delivery @ Neustadt Library	75 21-Mar-2022	21-Mar-2022	
-5-2000-2009 Lib Utilities Heat Neustadt			545.00
<b>Department Totals :</b>			<b>666.02</b>

<b>DEPARTMENT 3000 Library Expense Normanby</b>			
<b>GS12007 SGS LAKEFIELD RESEARCH LTD</b>			
1487762 LIBR Feb. 22nd water testing @ Ayton Library	75 21-Mar-2022	21-Mar-2022	
-5-3000-2008 Lib Utilities Water/Sewer Normanby			11.67
<b>WA00003 SWAN DUST CONTROL</b>			
966276 Dec. 8 mat rental @ Durham Library	75 21-Mar-2022	21-Mar-2022	
-2-3000-3170 Accrued Liabilities			21.47
973612 December 22 mat rental @ Durham Library	75 21-Mar-2022	21-Mar-2022	
-2-3000-3170 Accrued Liabilities			21.47
<b>Department Totals :</b>			<b>54.61</b>

<b>DEPARTMENT 4000 Library Expense Durham</b>			
<b>5300001 953504 ONTARIO INC o/a DEWAR SERVICES</b>			
7212 Durh.Lib: service call - troubleshoot lights blowing brkr, install marretes on wires in ceiling box	75 21-Mar-2022	21-Mar-2022	
-5-4000-2015 Lib Bldg Maintenance Durham			305.10
<b>MA00001 AMAZON.COM.CA INC</b>			
:A21BW5POC Pipe cleaners for Library	75 21-Mar-2022	21-Mar-2022	
-5-4000-2023 Program Development Durham			23.58
:A224DITM5M Styrofoam balls for Library	75 21-Mar-2022	21-Mar-2022	
-5-4000-2023 Program Development Durham			16.63
:A22HWN7K8 Hair elastics for Library	75 21-Mar-2022	21-Mar-2022	
-5-4000-2023 Program Development Durham			22.75
:A23SZPBSEI Styrofoam balls for Library	75 21-Mar-2022	21-Mar-2022	
-5-4000-2023 Program Development Durham			11.58
:A2K2QPXAC March 6 - book order	75 21-Mar-2022	21-Mar-2022	
-5-4000-2044 Lib Purchase Books Durham			53.45
:A2QSSYKOI Chiffon fabric for Library	75 21-Mar-2022	21-Mar-2022	
-5-4000-2023 Program Development Durham			68.98
:A4J1CKACII USB drive for Library	75 21-Mar-2022	21-Mar-2022	
-5-4000-2023 Program Development Durham			7.91
<b>QU00001 EQUINOX LIBRARY SERVICES CANADA ULC</b>			
313 A Koha System Hosting - Annual : March 20,2022 - March 19,2023	75 21-Mar-2022	21-Mar-2022	
-5-4000-2027 Library - KOHA support			2,909.75
<b>XC05059 EXCEL BUSINESS SYSTEMS</b>			
41757 February copier read @ Durham Library (2722)	75 21-Mar-2022	21-Mar-2022	
-5-4000-2011 Lib Office Supplies Durham			106.41
<b>AN00001 KANOPY INC</b>			



Vendor : @HO00001 To ZZZ91192

Batch : 75 To 75

Department : All

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

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

87434-PPU	February PPU's 40 + 1 KKids					75	21-Mar-2022	21-Mar-2022	
-5-4000-2026				Library - Overdrive/e-books					99.00
<b>IB00002</b>	<b>LIBRARY SERVICES CENTRE</b>								
19939	Feb. 25 book order / proc charges					75	21-Mar-2022	21-Mar-2022	
-5-4000-2043				Lib. Durham Book Processing Fees					40.68
-5-4000-2044				Lib Purchase Books Durham					197.75
20338	March 4 book order / proc charges					75	21-Mar-2022	21-Mar-2022	
-5-4000-2043				Lib. Durham Book Processing Fees					24.41
-5-4000-2044				Lib Purchase Books Durham					142.29
60787	March 11 book order / proc charges					75	21-Mar-2022	21-Mar-2022	
-5-4000-2044				Lib Purchase Books Durham					477.63
-5-4000-2043				Lib. Durham Book Processing Fees					40.68
<b>&amp;19029</b>	<b>S &amp; E LAWN CARE &amp; SNOW REMOVAL LTD</b>								
022-0167 A	February cleaning services @ Durham Library (4)					75	21-Mar-2022	21-Mar-2022	
-5-4000-3011				Lib Durham Contract Wages					429.40
022-0167 B	February floor cleaning @ Durham Library Feb. (3), March (1)					75	21-Mar-2022	21-Mar-2022	
-5-4000-3011				Lib Durham Contract Wages					429.40
<b>WA00003</b>	<b>SWAN DUST CONTROL</b>								
020125	March 2 mat rental @ Durham Library					75	21-Mar-2022	21-Mar-2022	
-5-4000-2015				Lib Bldg Maintenance Durham					21.47
<b>EC00001</b>	<b>TECH 360</b>								
022-069	March 9 + 11 'IT Services' for Library					75	21-Mar-2022	21-Mar-2022	
-5-4000-2028				Library - IT support					93.23
<b>VHI00003</b>	<b>WHITEHOTS INC</b>								
435614	Feb 17 book order					75	21-Mar-2022	21-Mar-2022	
-5-4000-2044				Lib Purchase Books Durham					348.20
436333	Feb 24 book order					75	21-Mar-2022	21-Mar-2022	
-5-4000-2044				Lib Purchase Books Durham					201.08
436334	Feb 24 book order					75	21-Mar-2022	21-Mar-2022	
-5-4000-2044				Lib Purchase Books Durham					117.10
437310	March 3 book order					75	21-Mar-2022	21-Mar-2022	
-5-4000-2044				Lib Purchase Books Durham					451.04
438120	March 11 book order					75	21-Mar-2022	21-Mar-2022	
-5-4000-2044				Lib Purchase Books Durham					254.80
<b>Department Totals :</b>									<b>6,894.30</b>

## DEPARTMENT 5000 West Grey Library Board Expense

## QU00001 EQUINOX LIBRARY SERVICES CANADA ULC

313 B	Koha Technical Support Annual : March 20,2022 - March 20,2023					75	21-Mar-2022	21-Mar-2022	
-5-5000-2027				Lib. Board - KOHA support					2,211.41
<b>Department Totals :</b>									<b>2,211.41</b>

Computer Paid Total : 9,826.34



Vendor : @HO00001 To ZZZ91192

Batch : 75 To 75

Department : All

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

Bank : 2 To 2

Class : All

Vendor Code	Vendor Name	Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description				
GL Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2000	Library Expense Neustadt				
AS00001	EASTLINK				
7931413	Neustadt Library phone/internet / security to March 8	75	28-Mar-2022	28-Mar-2022	
-5-2000-2017	Lib Internet Neustadt				95.99
-5-2000-2016	Lib Telephone/Fax Neustadt				28.48
ES08001	WESTARIO POWER				
200152938	January hydro @ Neustadt Library	75	28-Mar-2022	28-Mar-2022	
-5-2000-2014	Lib Utilities Hydro Neustadt				68.46
Department Totals :					192.93

DEPARTMENT 3000	Library Expense Normanby				
AS00001	EASTLINK				
7941035	Nby Library phone/internet / security to March 11	75	28-Mar-2022	28-Mar-2022	
-5-3000-2016	Lib Telephone/Fax Normanby				28.44
-5-3000-2017	Lib Internet Normanby				95.99
YD15021	HYDRO ONE NETWORKS INC.				
10 ALF MAR.3 Hydro to Feb. 23 @ 610 Alfred Str Ayton - Library portion		75	31-Mar-2022	31-Mar-2022	
-5-3000-2014	Lib Utilities Hydro Normanby				143.84
Department Totals :					268.27

DEPARTMENT 4000	Library Expense Durham				
IB03019	CIBC CREDIT CARD SERVICES				
065 FEB. 24/2: Princh A/S: BYOD printing subscription to Feb. 2023		75	15-Mar-2022	15-Mar-2022	
-5-4000-2026	Library - Overdrive/e-books				314.10
065 FEB. 24/2: Survey Monkey subscription renewal for Library		75	15-Mar-2022	15-Mar-2022	
-5-4000-2036	Library- Photocopies, Database, Website				461.04
065 FEB. 24/2: Zoom - Std Pro Annual subscription to April 14/22		75	15-Mar-2022	15-Mar-2022	
-5-4000-2036	Library- Photocopies, Database, Website				48.92
065 FEB. 24/2: Apple i-Cloud storage subscription - February		75	15-Mar-2022	15-Mar-2022	
-5-4000-2036	Library- Photocopies, Database, Website				1.46
065 FEB. 24/2: Canada Post interlibrary delivery charges to Feb. 9		75	15-Mar-2022	15-Mar-2022	
-5-4000-2019	Lib ILLO Expense				9.61
065 FEB. 24/2: OLA 2022 Super Conference reg'n: K.Storz		75	15-Mar-2022	15-Mar-2022	
-5-4000-2020	Lib General Memberships				254.25
065 FEB. 24/2: Feb. 7 Amazon.ca - DVD order		75	15-Mar-2022	15-Mar-2022	
-5-4000-2045	Lib DVDs Durham				50.51
065 FEB. 24/2: Feb. 13 Amazon.ca - DVD order		75	15-Mar-2022	15-Mar-2022	
-5-4000-2045	Lib DVDs Durham				24.85
065 FEB. 24/2: Feb. 13 Amazon.ca - DVD order		75	15-Mar-2022	15-Mar-2022	
-5-4000-2045	Lib DVDs Durham				77.54
065 FEB. 24/2: Feb. 15 Amazon.ca - name tags badge ID		75	15-Mar-2022	15-Mar-2022	
-5-4000-2023	Program Development Durham				22.49
065 FEB. 24/2: Feb. 15 Amazon.ca - paper plates		75	15-Mar-2022	15-Mar-2022	
-5-4000-2023	Program Development Durham				14.84
AS00001	EASTLINK				
7931413	Neustadt Library phone/internet / security to March 8	75	28-Mar-2022	28-Mar-2022	
-5-4000-2051	Library - Security Expense				25.88
7941035	Nby Library phone/internet / security to March 11	75	28-Mar-2022	28-Mar-2022	

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



AP5130  
Date : Apr 12, 2022  
Page : 4  
Time : 9:51am

Vendor : @HO00001 To ZZZ91192  
Batch : 75 To 75  
Department : All

EFT Paid Date : 01-Mar-2022 To 31-Mar-2022  
Bank : 2 To 2  
Class : All

Vendor Code	Vendor Name								
Invoice No.	Description								
GL Account	CC1	CC2	CC3	GL Account Name	Batch	Inv Date	Inv Due Date	Amount	
DEPARTMENT 4000				Library Expense Durham					
-5-4000-2051				Library - Security Expense				25.88	
8047761	Durham Library phone/internet / security to March 29				75	28-Mar-2022	28-Mar-2022		
-5-4000-2017				Lib Connectivity/Internet				145.71	
-5-4000-2051				Library - Security Expense				67.52	
-5-4000-2016				Lib Telephone/Fax Durham				132.27	
YD15021	HYDRO ONE NETWORKS INC.								
53 GARAF MA	Durham Library hydro to Feb. 22				75	10-Mar-2022	10-Mar-2022		
-5-4000-2014				Lib Utilities Hydro Durham				421.86	
53 GARAF MA	Hydro to March 22 @ Durham Library				75	31-Mar-2022	31-Mar-2022		
-5-4000-2014				Lib Utilities Hydro Durham				321.17	
NI21001	ENBRIDGE GAS (UNION GAS)								
53 GARAF MA	Durham Library heat to March 16				75	31-Mar-2022	31-Mar-2022		
-5-4000-2009				Lib Utilities Heat Durham				279.36	
Department Totals :								2,699.26	
EFT Paid Total :								3,160.46	

Total Unpaid for Approval :	0.00
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	9,826.34
Total EFT Paid for Approval :	3,160.46
Grand Total ITEMS for Approval :	12,986.80

## Updates

**Consultant:** I met with the Consultant the week of March 20<sup>th</sup>. We spent two days together, touring the branches and meeting with Malcolm, with the CAO and with staff. I pulled a range of reports for him to review while I was away. We had another ZOOM meeting the week of April 19<sup>th</sup> to go over questions he had and to finalize the survey. The survey was posted on the website and social media last week (w/o April 24). Once the data is gathered, we will meet again.

**In-person programming:** Began last month (April) with both book clubs in Neustadt and Durham, with members happy to return. The LEGO club was a success, with 6 children happily working at their creations with more hoping to join. The back room was full of activity. We have had positive comments from several adult program participants too, and a request from a Saskatchewan library for information on our Spice Club, which they'd heard about from a participant here. We are finalizing an ongoing series of workshops on Indigenous culture, which will launch in July.

**Annual Survey of Public Libraries:** has been submitted to the Ministry of Heritage, Sport, Tourism and Culture Industries.

**Help Ukraine:** We had good interest in contributing to the collections for Ukraine.

**Staff:** Job positions for a Summer Student and Digital Services Coordinator have been posted again. They both close on May 13<sup>th</sup>.

**Services:** Vaccine Passport printing continues to be very popular, as well as the rapid test kits that we have available.

**Partnerships:** The flower bouquet program through Twig & Brindille has begun and has opened the library to residents who haven't stepped foot in the library before. We will look to use the petals from the flowers donated to the library in both adult and youth programming. We are in conversation with the owner of Twig & Brindille Flower Farm to develop a late-spring workshop, with possible longer-term partnership possibilities. More to come.

May 11, 2022

The tax clinic with the South East Grey Health team was successful. They met with many local residents, once again opening the doors to residents who haven't used the library before.

**Friends of the Library** The Annual meeting will be held May 10.



Patron Visits									
	Ayton 2020	Durham 2020	Neustadt 2020	Ayton 2021	Durham 2021	Neustadt 2021	Ayton 2022	Durham 2022	Neustadt 2022
Jan	155	1606	175	17	289	20	20	505	35
Feb	105	1442	161	13	149	33	26	567	65
Mar	61	887	117	13	626	46	62	863	37
Apr	0	0	0	11	335	43			
May	0	0	0	14	332	29			
Jun	0	152	0	15	379	28			
Jul	11	194	19	10	392	55			
Aug	12	158	13	53	91	73			
Sep	7	330	12	57	959	101			
Oct	24	510	32	48	835	80			
Nov	30	544	18	57	739	48			
Dec	34	504	16	28	637	102			
	439	6327	563	336	5763	658	108	1935	137

Circulation									
	Ayton 2020	Durham 2020	Neustadt 2020	Ayton 2021	Durham 2021	Neustadt 2021	Ayton 2022	Durham 2022	Neustadt 2022
Jan	174	2876	411	182	1858	184	104	1797	318
Feb	176	2505	305	91	1712	244	125	2209	343
Mar	165	2309	288	165	2579	317	225	3010	354
Apr	18	1219	88	141	1733	433	116	2393	486
May	62	1202	27	87	1729	434			
Jun	40	896	38	76	1608	252			
Jul	142	1032	213	124	1493	322			
Aug	115	1019	143	226	536	324			
Sep	159	1175	130	183	1676	402			
Oct	100	1885	243	179	2304	364			
Nov	130	2096	273	110	2099	292			
Dec	189	2172	267	70	2185	154			
	1470	20386	2426	1634	21512	3722	570	9409	1501

Computer Usage									
	Ayton 2020	Durham 2020	Neustadt 2020	Ayton 2021	Durham 2021	Neustadt 2021	Ayton 2022	Durham 2022	Neustadt 2022
Jan	21	201	23	Curbside	Curbside	Curbside	Curbside	Curbside	Curbside
Feb	10	154	11	Curbside	Curbside	Curbside	4	32	1
Mar	5	101		4	30	0	6	69	0
Apr	Closed	Closed	Closed	4	1	0			
May	Closed	Closed	Closed	Curbside	Curbside	Curbside			
Jun	Closed	Closed	Closed	Curbside	Curbside	Curbside			
Jul	Closed	Closed	Closed	Curbside	Curbside	Curbside			
Aug	Closed	Closed	Closed	3	Closed for flooring	1			
Sep	Curbside	2	Curbside	4	21	2			
Oct	2	60	Curbside	5	37	1			
Nov	3	54	Curbside	5	54	4			
Dec	3	44	Curbside	2	54	0			
	44	616	34	27	197	8	10	101	1

WIFI Usage									
	Ayton 2020	Durham 2020	Neustadt 2020	Ayton 2021	Durham 2021	Neustadt 2021	Ayton 2022	Durham 2022	Neustadt 2022
Jan	10	77	3	0	0	0	0	84	0
Feb	2	76	3	0	0	0	1	54	0
Mar		59	5	0	6	0	0	44	1
Apr	0	0	0	0	28	0			
May	0	0	0	0	61	0			
Jun	0	0	0	0	38	0			
Jul	0	0	0	0	32	0			
Aug	0	0	0	0	9	0			
Sep	0	0	0	1	18	0			
Oct	0	6	0	1	39	1			
Nov	0	19	0	1	43	0			
Dec	0	12	0	0	12	0			
	12	249	11	3	286	1	1	182	1

New Patrons									
	Ayton 2020	Durham 2020	Neustadt 2020	Ayton 2021	Durham 2021	Neustadt 2021	Ayton 2022	Durham 2022	Neustadt 2022
Jan	3	26	3	0	5	0	0	8	2
Feb	1	22	2	0	3	0	0	16	2
Mar	1	13	0	2	12	0	1	29	2
Apr	0	4	1	0	1	0			
May	0	4	0	0	6	0			
Jun	1	4	0	0	6	1			
Jul	0	5	0	0	22	2			
Aug	0	5	0	1	0	1			
Sep	0	10	1	2	15	1			
Oct	1	12	0	4	25	1			
Nov	0	11	0	3	13	4			
Dec	0	15	0	4	13	0			
	7	131	7	16	121	10	1	53	6

## WGPL Statistics

Digital Circulation								
	Digital Newspaper Users	Digital Newspaper Sessions	ILLO Received	ILLO Lent	Kanopy Visits	Kanopy Videos Played	Overdrive usage	Overdrive Users
Jan	443	646	81	9	482	84	1069	25
Feb			73	4	391	57	930	25
Mar	220	367	73	0	391	71	1054	25
Apr								
May								
Jun								
Jul								
Aug								
Sep								
Oct								
Nov								
Dec								

Homebound Delivery												
	Abbeyfield 2020	Rockwood 2020	Serenity 2020	Individual Homes 2020	Abbeyfield 2021	Rockwood 2021	Serenity 2021	Individual Homes 2021	Abbeyfield 2022	Rockwood 2022	Serenity 2022	Individual Homes 2022
Jan	2	9	6	3	0	3	9	2	0	4	9	2
Feb	1	10	5	2	0	4	9	2	0	4	8	1
Mar	1	10	6	2	0	4	10	2	0	4	7	2
Apr												
May												
Jun												
Jul												
Aug												
Sep												
Oct												
Nov												
Dec												
	4	29	17	7	0	11	28	6	0	12	24	5

## Homebound Statistics

Abbeyfield					
	2019	2020	2021	2022	2023
Jan	3	2	0	0	
Feb	3	1	0	0	
Mar	2	1	0	0	
Apr	2	0	0	0	
May	1	0	0		
Jun	1	0	0		
Jul	1	0	0		
Aug	1	0	0		
Sep	1	0	0		
Oct	1	0	0		
Nov	2	0	0		
Dec	2	0	0		

Homebound					
	2019	2020	2021	2022	2023
Jan	3	3	2	2	
Feb	3	2	2	1	
Mar	2	2	2	2	
Apr	2	0	2	1	
May	2	0	2		
Jun	2	0	2		
Jul	1	0	1		
Aug	1	2	2		
Sep	2	3	2		
Oct	3	2	0		
Nov	3	3	2		
Dec	3	2	0		

Rockwood					
	2019	2020	2021	2022	2023
Jan	4	9	3	4	
Feb	5	10	4	4	
Mar	6	10	4	4	
Apr	6	0	4	4	
May	6	0	4		
Jun	6	7	4		
Jul	6	8	3		
Aug	6	8	3		
Sep	6	5	4		
Oct	7	5	4		
Nov	9	4	6		
Dec	8	4	4		

Serenity					
	2019	2020	2021	2022	2023
Jan	3	6	9	9	
Feb	3	5	9	8	
Mar	3	6	10	7	
Apr	3	0	9	7	
May	3	0	9		
Jun	3	6	9		
Jul	2	6	9		
Aug	2	6	9		
Sep	4	6	9		
Oct	5	6	9		
Nov	5	9	8		
Dec	8	9	9		



## Social Media Statistics

Facebook Followers					
	2019	2020	2021	2022	2023
Jan	767	857	562	645	
Feb	789	863	575	669	
Mar	796	310	579	680	
Apr	804	365	577		
May	807	401	583		
Jun	811	429	601		
Jul	817	430	609		
Aug	824	447	612		
Sep	824	454	617		
Oct	834	495	622		
Nov	840	491	630		
Dec	842	515	634		

Instagram Followers					
	2019	2020	2021	2022	2023
Jan	228	324	451	531	
Feb	252	333	468	528	
Mar	257	347	483	532	
Apr	260	361	493		
May	265	364	498		
Jun	268	377	517		
Jul	274	386	526		
Aug	282	396	527		
Sep	288	407	534		
Oct	298	413	532		
Nov	306	428	531		
Dec	309	434	530		

Website Page Views					
	2019	2020	2021	2022	2023
Jan	6784	1773	2193		
Feb	5490	1332	1748		
Mar	5835	1177	1536		
Apr	5862	1542	0		
May	5361	1271	0		
Jun	1196	1505	0		
Jul	1390	1409	0		
Aug	2551	1403	0		
Sep	1147	1319	616		
Oct	1245	1577	700		
Nov	1265	1255	730		
Dec	1267	1325	663		

Switched to  
new website  
2021

Website User Visits					
	2019	2020	2021	2022	2023
Jan	3519	795	1064		
Feb	2145	642	923		
Mar	2254	610	838		
Apr	2151	833	0		
May	2026	633	0		
Jun	595	705	0		
Jul	634	754	0		
Aug	1165	720	0		
Sep	540	717	404		
Oct	610	696	482		
Nov	587	635	424		
Dec	587	714	395		

Switched to  
new website  
2021