

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

## **Agenda**

October 12, 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 – June 8, 2022 & July 13, 2022
  - b. Accounts Payable – A/P Voucher June - \$23,319.09, July - \$11,425.18, August - \$10,053.26 & September \$6,361.18Recommendation: 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. Board legacy document suggestions
8. Report from Council members'
9. Other business
  - a. Development charges as of Dec 2021
  - b. Library reserves as of Dec 2021
  - c. Auditor's report
    - i. Motion to accept the auditor's report
  - d. Christmas closure Dec 24<sup>th</sup> - Dec 31<sup>st</sup>
  - e. Policies (Motion to accept)

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

- i. OP-02 Health & Safety, Security and Emergency Policy
- ii. OP-08 Meeting Room Policy
- iii. OP-09 Bulletin Board, Flyer and Literature Display Policy
- iv. OP-12 Circulation Policy
- v. OP-15 Personal Days Policy
- vi. OP-16 Public Health Emergency Policy
- vii. OP-18 Professional Development Policy
- viii. OP-26 Library Code of Conduct Policy
- f. Municipal Policies/Bylaws (Motion to adopt)
  - i. Bylaw 56-2022 R-Zone Policy – Respect & Responsibility
  - ii. D-1.9 Right to Disconnect Policy
- g. 2023 draft budget
10. Open Discussion (15 min)
11. Next Meeting – Wednesday November 9, 2022, 7pm
12. Adjournment

**West Grey Public Library Board Minutes**

June 8, 2022

West Grey Public Library – Meeting

**Present:** Malcolm Beddoe, Beth Hamilton, Stephen Townsend (Virtual), Tyler Barlow, Elizabeth Murray, CEO Kim Storz.

**Regrets:** Boyde Colwell

**Call to order**

The Chair called the meeting to order at 7:08 pm

**Moved by Tyler Barlow and seconded by Beth Hamilton THAT it be hereby resolved that the West Grey Public Library Board approve the amended agenda.**

**Motion carried**

**Declaration of Pecuniary Interest or Conflict of Interest**

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

**Correspondence**

For information, 27 May 2022 letter from Bradford West Gwillimbury Public Library to Simcoe County Council Council, in which the Library expresses its concerns over the Council's decision to dissolve the Co-operative.

**Consent Agenda**

**Moved by Stephen Townsend and seconded by Beth Hamilton THAT the May 11<sup>th</sup> minutes be amended to include the Council report and Succession planning section.**

**Motion carried.**

**Moved by Stephen Townsend and Seconded by Tyler Barlow THAT the West Grey Library Board adopt items A to B on the consent agenda as amended.**

**Motion carried.**

**Librarian's Report**

Kim reported on the Library's participation in upcoming summer events. The Herb Fair, Saturday 11 June. The Library has its own tent and banner and will display Library materials. Kimm, Liz and Tyler will staff it.

## West Grey Public Library Board Minutes

June 8, 2022

West Grey Public Library — Meeting

Touch a Truck on Saturday 18 June. Kayla and a summer student will be there to sign up children to the Library's summer programmes.

Durham's Homecoming where Library staff and volunteers will be at Vicker's Park from 10:00 to 12:00 noon on Saturday 02 July and in the parade sharing a float with the Municipality with a start time of 12:00 noon the parade begins at the industrial park and ends at the arena.

A summer student has been hired on a grant.

The digital services position, a permanent, 28-hour a week position, has been filled.

**Moved by Tyler and seconded by Beth that the Librarian's report be accepted.**

**Motion carried**

### Report from Council Members

Stephen reported that the Homecoming Magazine, showing all events, will be out next week. It will be delivered to all homes and at locations for pickup. Tickets are available on the West Grey website. 374 weekend tickets sold thus far.

Beth reported that the West Grey Official Plan is still underway. She also reported that the community Climate Action Plan survey has been released.

As well, there will be a Carbon Calculator Footprint Evaluation Workshop on ZOOM, Tuesday 28 June at 7:00 pm. All Councillors have been invited to participate.

Rzone, the new harassment policy was recently passed and will be sent to the Library soon. This enhanced policy is more detailed than the current one and gives staff more specific direction. The Board can replace the Library's current policy for the new, enhanced version.

The Right to Disconnect policy has been released. Kim is awaiting a copy for Board adoption.

### Other Business

Stephen Abrams will attend 13 July Board meeting to present the results of the Library Service Review.

Kim to request he send Board Members a copy in advance of the meeting. Information included will assist with writing the Legacy document.

## West Grey Public Library Board Minutes

June 8, 2022

West Grey Public Library – Meeting

### Open discussion

**Motion by Malcolm Beddoe and seconded by Tyler Barlow THAT Beth Hamilton becomes Vice Chair.**

**Motion carried.**

Kim to circulate March meeting minutes as a guide to:

Succession Planning

Past Board application

Kim to ask municipal staff regarding board application process.

Kim to create an agenda for 13 July meeting

### Next meeting

The next regular meeting of the West Grey Public Library, will be at the Durham Branch on Wednesday 13 July 2022 at 6:00 pm. (Note time stated and corrected is needs be)

**Motion to adjourn by Stephen Townsend at 8:18 pm**

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Chair:

Date:

WPAFI

## West Grey Public Library Board Minutes

July 13, 2022

West Grey Public Library – Special Meeting

**Present:** Malcolm Beddoe, Beth Hamilton (virtual), Stephen Townsend, Tyler Barlow, Elizabeth Murray, CEO Kim Storz.

**Regrets:** Boyde Colwell

**Guest:** Stephen Abram, Lighthouse Consulting Inc.,

### Call to order

The Chair called the meeting to order at 6:01pm

**Moved by Stephen Townsend and seconded by Tyler Barlow THAT it be hereby 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 interest or conflict of interest or the general nature thereof.

The Board welcomed Stephen Abram, from Lighthouse Consulting Inc.

### Closed Session

**Moved by Taylor Barlow and seconded by Beth Hamilton THAT the West Grey Public Library Board move into closed session at 6:08 pm.,**

**Be it resolved that the West Grey Public Library Board, now goes into a closed session to discuss matters about an identifiable individual and the disposal and/or acquisition of land and buildings.**

**Moved by Stephen Townsend and seconded by Taylor Barton THAT the West Grey Public Library Board hereby returns to open session at 9:07 pm.**

**Motion carried**

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

### Other Business

- A) Board Legacy Document will be taken from the Lighthouse Service Delivery Review Draft Recommendations. Kim to draft for Board approval for September 2022 board meeting.

## West Grey Public Library Board Minutes

July 13, 2022

West Grey Public Library – Special Meeting

- B) Board Succession Plan will be taken from the Lighthouse Service Delivery Review Draft Recommendations. Kim to draft for Board approval for September 2022 board meeting.
- C) Board Evaluation to be brought to September board meeting, please send Kim suggestions.
- D) Board Work Plan to be brought to September board meeting, please send Kim suggestions.
- E) Board Job description to be brought to September board meeting, please send Kim suggestions.
- F) Board Application draft. Same document used 4 years ago. Kim to draft, bringing in adjustments from the sample Legacy Document, we use one application form and it be posted on the West Grey Public Library website.
- G) Board brochure draft for placement at the West Grey Municipal office and WGPL website. Put Board application first.
- H) Board information session poster draft – first time – suggested date is Wednesday September 21<sup>st</sup>.

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### Open discussion

Stephen Townsend has told WG Council that WGPL has completed its Service Review. Stephen Abram recommended that the WGPL Board attend the new Council's Orientation and express the value of the library to our community.

### Next meeting

The next regular meeting of the West Grey Public Library Board will be held at the Durham Branch on Wednesday 21 September 2022, 7:00 pm

### Motion to adjourn by Tyler Barlow at 9:32 pm

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Chair:

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Date:



For Period Ending 30-Sep-2022

SEPT.

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
<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	(440,045.00)	(440,045.00)	0.00	100.00
Interest Revenue	(85.97)	0.00	85.97	0.00
Prov Revenue - Connectivity	0.00	(800.00)	(800.00)	0.00
Donations	(2,040.62)	0.00	2,040.62	0.00
Library Revenue	(45.50)	(1,250.00)	(1,204.50)	3.64
Service Fees Revenue	(448.25)	(1,250.00)	(801.75)	35.86
Fines Revenue	(21.75)	0.00	21.75	0.00
Member Card Revenue	(24.00)	0.00	24.00	0.00
<b>Total OPERATING REVENUES</b>	<b>(442,711.09)</b>	<b>(472,535.00)</b>	<b>(29,823.91)</b>	<b>93.69</b>
<b>OPERATING EXPENSES</b>				
Wages	199,162.23	289,342.00	90,179.77	68.83
Benefits	43,958.71	58,397.00	14,438.29	75.28
Materials & Supplies	709.65	1,500.00	790.35	47.31
Office Supplies	2,556.07	1,500.00	(1,056.07)	170.40
Volunteer Recognition	207.59	500.00	292.41	41.52
General Memberships	428.96	400.00	(28.96)	107.24
Advertising	1,092.13	1,000.00	(92.13)	109.21
Building Maintenance	7,882.72	4,000.00	(3,882.72)	197.07
Mileage/Courier	586.89	800.00	213.11	73.36
Copier Lease	1,183.68	2,000.00	816.32	59.18
Program Development	3,309.03	3,598.00	288.97	91.97
ILLO Expense	30.19	500.00	469.81	6.04
Overdrive/E-Books	8,365.54	6,800.00	(1,565.54)	123.02
KOHA Support	4,611.76	5,200.00	588.24	88.69
IT Support	2,691.50	2,500.00	(191.50)	107.66
Equipment Maintenance	2,344.37	3,485.00	1,140.63	67.27
Automation - Patrons	2,085.21	5,000.00	2,914.79	41.70
Book Processing Fee	2,509.88	3,000.00	490.12	83.66
Books	20,785.45	23,000.00	2,214.55	90.37
Videos	1,123.57	3,000.00	1,876.43	37.45
Periodicals	265.42	0.00	(265.42)	0.00
Conference/Training	850.22	2,500.00	1,649.78	34.01
Security	835.90	1,400.00	564.10	59.71
Library Board	13,228.80	19,533.00	6,304.20	67.73
<b>Total OPERATING EXPENSES</b>	<b>320,805.47</b>	<b>438,955.00</b>	<b>118,149.53</b>	<b>73.08</b>
<b>BRANCH EXPENSES</b>				
NEUSTADT BRANCH EXPENSES	4,337.34	7,080.00	2,742.66	61.26
NORMANBY BRANCH EXPENSES	3,432.06	7,000.00	3,567.94	49.03
DURHAM BRANCH EXPENSES	13,076.21	19,500.00	6,423.79	67.06
<b>Total BRANCH EXPENSES</b>	<b>20,845.61</b>	<b>33,580.00</b>	<b>12,734.39</b>	<b>62.08</b>
<b>Total LIBRARY</b>	<b>(101,060.01)</b>	<b>0.00</b>	<b>101,060.01</b>	<b>0.00</b>





For Period Ending 30-Sep-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>Interest Revenue</b>				
2-4-0500-6420 Library West Grey Int/Investments	(85.97)	0.00	85.97	0.00
Total Interest Revenue	(85.97)	0.00	85.97	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	(879.90)	0.00	879.90	0.00
2-4-4000-6500 Library Donations - Friends of Library	(760.72)	0.00	760.72	0.00
Total Donations	(2,040.62)	0.00	2,040.62	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	(43.00)	(1,250.00)	(1,207.00)	3.44
Total Library Revenue	(45.50)	(1,250.00)	(1,204.50)	3.64
<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	(18.00)	0.00	18.00	0.00
2-4-4000-5411 Library Rev Service Fees Durham	(424.50)	(1,250.00)	(825.50)	33.96
Total Service Fees Revenue	(448.25)	(1,250.00)	(801.75)	35.86
<b>Fines Revenue</b>				
2-4-2000-5412 Library Revenue Fines Neustadt	(15.00)	0.00	15.00	0.00
2-4-4000-5412 Library Revenue Fines Durham	(6.75)	0.00	6.75	0.00
Total Fines Revenue	(21.75)	0.00	21.75	0.00
<b>Member Card Revenue</b>				
2-4-2000-5414 Library Rev Member Card Neustadt	(2.00)	0.00	2.00	0.00
2-4-4000-5414 Library Revenue Member Card Durham	(22.00)	0.00	22.00	0.00
Total Member Card Revenue	(24.00)	0.00	24.00	0.00
Total OPERATING REVENUES	(2,666.09)	(472,535.00)	(469,868.91)	0.56
<b>OPERATING EXPENSES</b>				
<b>Wages</b>				
2-5-4000-1010 Lib Wages Durham	199,162.23	289,342.00	90,179.77	68.83



For Period Ending 30-Sep-2022

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
<b>LIBRARY</b>				
Total Wages	199,162.23	289,342.00	90,179.77	68.83
<b>Benefits</b>				
2-5-4000-1015 Lib Benefits Durham	43,958.71	58,397.00	14,438.29	75.28
Total Benefits	43,958.71	58,397.00	14,438.29	75.28
<b>Materials &amp; Supplies</b>				
2-5-4000-2010 Lib Durham FOL Supplies	462.55	0.00	(462.55)	0.00
2-5-4000-2029 Library COVID Expenses	247.10	1,500.00	1,252.90	16.47
Total Materials & Supplies	709.65	1,500.00	790.35	47.31
<b>Office Supplies</b>				
2-5-4000-2011 Lib Office Supplies Durham	2,556.07	1,500.00	(1,056.07)	170.40
Total Office Supplies	2,556.07	1,500.00	(1,056.07)	170.40
<b>Volunteer Recognition</b>				
2-5-4000-2012 Volunteer Recognition Durham	207.59	500.00	292.41	41.52
Total Volunteer Recognition	207.59	500.00	292.41	41.52
<b>General 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>Advertising</b>				
2-5-4000-2013 Lib Advertising Durham	1,092.13	1,000.00	(92.13)	109.21
Total Advertising	1,092.13	1,000.00	(92.13)	109.21
<b>Building Maintenance</b>				
2-5-4000-2015 Lib Bldg Maintenance Durham	7,882.72	4,000.00	(3,882.72)	197.07
Total Building Maintenance	7,882.72	4,000.00	(3,882.72)	197.07
<b>Mileage/Courier</b>				
2-5-4000-2021 Courier Mileage/Compensation	586.89	800.00	213.11	73.36
Total Mileage/Courier	586.89	800.00	213.11	73.36
<b>Copier Lease</b>				
2-5-4000-2022 Lib Durham Copier Lease	1,183.66	2,000.00	816.32	59.18
Total Copier Lease	1,183.66	2,000.00	816.32	59.18
<b>Program Development</b>				
2-5-4000-2023 Program Development Durham	3,309.03	3,598.00	288.97	91.97
Total Program Development	3,309.03	3,598.00	288.97	91.97
<b>ILLO Expense</b>				
2-5-4000-2019 Lib ILLO Expense	30.19	500.00	469.81	6.04
Total ILLO Expense	30.19	500.00	469.81	6.04
<b>Overdrive/E-Books</b>				
2-5-4000-2026 Library - Overdrive/e-books	8,365.54	6,800.00	(1,565.54)	123.02
Total Overdrive/E-Books	8,365.54	6,800.00	(1,565.54)	123.02

KOHA Support



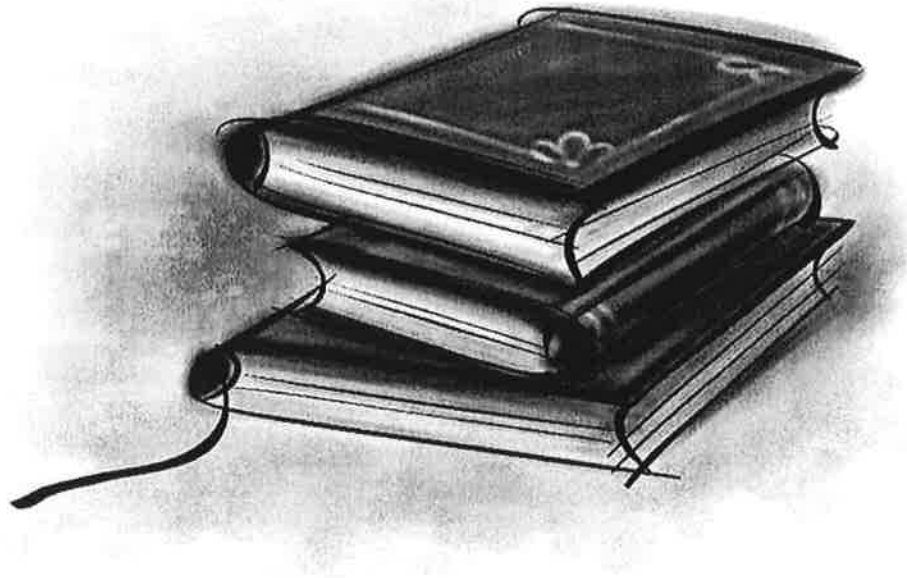
For Period Ending 30-Sep-2022

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
<b>LIBRARY</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>IT Support</b>				
2-5-4000-2028 Library - IT support	2,691.50	2,500.00	(191.50)	107.66
Total IT Support	2,691.50	2,500.00	(191.50)	107.66
<b>Equipment Maintenance</b>				
2-5-4000-2035 Library Computer Purchases	2,344.37	3,485.00	1,140.63	67.27
Total Equipment Maintenance	2,344.37	3,485.00	1,140.63	67.27
<b>Automation - Patrons</b>				
2-5-4000-2036 Library- Photocopies, Database, Webs	2,085.21	5,000.00	2,914.79	41.70
Total Automation - Patrons	2,085.21	5,000.00	2,914.79	41.70
<b>Book Processing Fee</b>				
2-5-4000-2043 Lib. Durham Book Processing Fees	2,509.86	3,000.00	490.12	83.66
Total Book Processing Fee	2,509.86	3,000.00	490.12	83.66
<b>Books</b>				
2-5-4000-2044 Lib Purchase Books Durham	20,785.45	23,000.00	2,214.55	90.37
Total Books	20,785.45	23,000.00	2,214.55	90.37
<b>Videos</b>				
2-5-4000-2045 Lib Collections-DVDs, periodicals, etc	1,123.57	3,000.00	1,876.43	37.45
Total Videos	1,123.57	3,000.00	1,876.43	37.45
<b>Periodicals</b>				
2-5-4000-2046 Lib Periodicals Durham	265.42	0.00	(265.42)	0.00
Total Periodicals	265.42	0.00	(265.42)	0.00
<b>Conference/Training</b>				
2-5-4000-2077 Lib Durham Conference/Training	850.22	2,500.00	1,649.78	34.01
Total Conference/Training	850.22	2,500.00	1,649.78	34.01
<b>Security</b>				
2-5-4000-2051 Library - Security Expense	835.90	1,400.00	564.10	59.71
Total Security	835.90	1,400.00	564.10	59.71
<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	13,228.80	3,400.00	(9,828.80)	389.08
Total Library Board	13,228.80	19,533.00	6,304.20	67.73
Total OPERATING EXPENSES	320,805.47	438,955.00	118,149.53	73.08
<b>BRANCH EXPENSES</b>				
<b>NEUSTADT BRANCH EXPENSES</b>				
2-5-2000-2008 Lib Utilities Water/Sewer Neustadt	296.07	580.00	283.93	51.05
2-5-2000-2009 Lib Utilities Heat Neustadt	2,271.09	2,000.00	(271.09)	113.55
2-5-2000-2014 Lib Utilities Hydro Neustadt	342.96	800.00	457.04	42.87
2-5-2000-2016 Lib Telephone/Fax Neustadt	206.96	400.00	193.02	51.75



For Period Ending 30-Sep-2022

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
<b>LIBRARY</b>				
2-5-2000-2017 Lib Internet Neustadt	691.52	800.00	108.48	86.44
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	528.72	400.00	(128.72)	132.18
2-5-2000-3011 Lib Contract Labour Neustadt	0.00	500.00	500.00	0.00
<b>Total NEUSTADT BRANCH EXPENSES</b>	<b>4,337.34</b>	<b>7,080.00</b>	<b>2,742.66</b>	<b>61.26</b>
<b>NORMANBY BRANCH EXPENSES</b>				
2-5-3000-2008 Lib Utilities Water/Sewer Normanby	125.08	150.00	24.92	83.39
2-5-3000-2009 Lib Utilities Heat Normanby	1,611.57	1,800.00	188.43	89.53
2-5-3000-2014 Lib Utilities Hydro Normanby	744.97	1,100.00	355.03	67.72
2-5-3000-2016 Lib Telephone/Fax Normanby	180.00	400.00	220.00	45.00
2-5-3000-2017 Lib Internet Normanby	605.08	950.00	344.92	63.69
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	165.36	500.00	334.64	33.07
2-5-3000-3011 Lib Contract Labour Normanby	0.00	500.00	500.00	0.00
<b>Total NORMANBY BRANCH EXPENSES</b>	<b>3,432.06</b>	<b>7,000.00</b>	<b>3,567.94</b>	<b>49.03</b>
<b>DURHAM BRANCH EXPENSES</b>				
2-5-4000-2008 Lib Utilities Water/Sewer Durham	320.40	700.00	379.60	45.77
2-5-4000-2009 Lib Utilities Heat Durham	903.10	1,200.00	296.90	75.26
2-5-4000-2014 Lib Utilities Hydro Durham	2,476.38	3,000.00	523.62	82.55
2-5-4000-2016 Lib Telephone/Fax Durham	946.76	1,500.00	553.24	63.12
2-5-4000-2017 Lib Connectivity/Internet	3,178.48	5,000.00	1,821.52	63.57
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	330.72	1,000.00	669.28	33.07
2-5-4000-3011 Lib Durham Contract Wages	4,920.37	5,500.00	579.63	89.46
<b>Total DURHAM BRANCH EXPENSES</b>	<b>13,076.21</b>	<b>19,500.00</b>	<b>6,423.79</b>	<b>67.06</b>
<b>Total BRANCH EXPENSES</b>	<b>20,845.61</b>	<b>33,580.00</b>	<b>12,734.39</b>	<b>62.08</b>
<b>Total LIBRARY</b>	<b>338,984.98</b>	<b>0.00</b>	<b>(338,984.99)</b>	<b>0.00</b>



**MUNICIPALITY OF WEST GREY**

**LIBRARY BOARD MEETING**

**Wednesday, Sept. 21<sup>st</sup>, 2022**

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A/P VOUCHER 2022

June - \$23,319.09

July - \$11,425.18

August - \$10,053.26

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



AP5130 Page : 1  
 Date : Sep 08, 2022 Time : 3:55 pm

Vendor : @HO00001 To ZZZ91192  
 Batch : 154 To 154  
 Department : All

Cheque Print Date : 01-Jun-2022 To 30-Jun-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				
<b>DEPARTMENT 2000 Library Expense Neustadt</b>					
<b>19029 S &amp; E LAWN CARE &amp; SNOW REMOVAL LTD</b>					
022-0390 LIB	Library grass cutting May 10/11 (1 each)	154	29-Jun-2022	29-Jun-2022	
-5-2000-2050	Lib Neustadt Lot/Grass Maintenance				20.34
022-0458 LIB	Library grass cutting May 25-June 2 (2 each)	154	29-Jun-2022	29-Jun-2022	
-5-2000-2050	Lib Neustadt Lot/Grass Maintenance				40.68
022-0498 LIB	Library grass cutting June 8 - 16 (2 each)	154	29-Jun-2022	29-Jun-2022	
-5-2000-2050	Lib Neustadt Lot/Grass Maintenance				40.68
<b>19370 SPARLING'S PROPANE CO. LTD.</b>					
31044079127	May 12 propane delivery @ Neustadt Library	154	08-Jun-2022	08-Jun-2022	
-5-2000-2009	Lib Utilities Heat Neustadt				385.54
<b>Department Totals :</b>					<b>487.24</b>

<b>DEPARTMENT 3000 Library Expense Normanby</b>					
<b>19029 S &amp; E LAWN CARE &amp; SNOW REMOVAL LTD</b>					
022-0390 LIB	Library grass cutting May 10/11 (1 each)	154	29-Jun-2022	29-Jun-2022	
-5-3000-2050	Lib Nby Lot/Grass Maintenance				14.12
022-0458 LIB	Library grass cutting May 25-June 2 (2 each)	154	29-Jun-2022	29-Jun-2022	
-5-3000-2050	Lib Nby Lot/Grass Maintenance				28.23
022-0498 LIB	Library grass cutting June 8 - 16 (2 each)	154	29-Jun-2022	29-Jun-2022	
-5-3000-2050	Lib Nby Lot/Grass Maintenance				28.23
<b>12007 SGS LAKEFIELD RESEARCH LTD</b>					
1512694 LIB	May 16 + 19 water testing @ 610 Alfred Str Ayton - Library portion	154	29-Jun-2022	29-Jun-2022	
-5-3000-2008	Lib Utilities Water/Sewer Normanby				66.66
<b>Department Totals :</b>					<b>137.24</b>

<b>DEPARTMENT 4000 Library Expense Durham</b>					
<b>MA00001 AMAZON.COM.CA INC</b>					
0A2-14585	Film cannisters with caps	154	08-Jun-2022	08-Jun-2022	
-5-4000-2023	Program Development Durham				24.74
0A2-15983	Lavender essential oil 50 ml	154	08-Jun-2022	08-Jun-2022	
-5-4000-2023	Program Development Durham				16.94
0A2-1690	Paint brushes - set of 50	154	08-Jun-2022	08-Jun-2022	
-5-4000-2023	Program Development Durham				10.84
0A2-19163	Tissue paper	154	08-Jun-2022	08-Jun-2022	
-5-4000-2023	Program Development Durham				18.06
0A2-23242	Raffia paper ribbon - 164 yd	154	08-Jun-2022	08-Jun-2022	
-5-4000-2023	Program Development Durham				14.68
0A2-23551	150 pastel party balloons - assorted	154	08-Jun-2022	08-Jun-2022	
-5-4000-2023	Program Development Durham				19.20
0A2-27243	Unscented tea-lights	154	08-Jun-2022	08-Jun-2022	
-5-4000-2023	Program Development Durham				19.72
0A2-3	Gardener jute twine	154	08-Jun-2022	08-Jun-2022	
-5-4000-2023	Program Development Durham				10.17
0A2-4182	Dried lavender	154	08-Jun-2022	08-Jun-2022	
-5-4000-2023	Program Development Durham				22.46
0A2-4525	160 pcs dried pressed flowers	154	08-Jun-2022	08-Jun-2022	

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 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				
<b>DEPARTMENT 4000</b>	<b>Library Expense Durham</b>				
15-4000-2023	Program Development Durham				23.71
15-4000-2023	127 pcs DIY natural flowers real dried/pressed	154	29-Jun-2022	29-Jun-2022	
15-4000-2023	Program Development Durham				42.24
15-4000-2023	White liquid glue	154	08-Jun-2022	08-Jun-2022	
15-4000-2023	Program Development Durham				21.46
15-4000-2023	297 pcs dried flowers butterfly stickers	154	08-Jun-2022	08-Jun-2022	
15-4000-2023	Program Development Durham				40.66
15-4000-2023	Goats milk soap base	154	08-Jun-2022	08-Jun-2022	
15-4000-2023	Program Development Durham				48.58
15-4000-2023	Hasbro Hi Ho Cherry-O board game	154	08-Jun-2022	08-Jun-2022	
15-4000-2023	Program Development Durham				21.21
15-4000-2023	DVD order:Peppa Pig, Paw Patrol, Blues Clues // Lego City Ice-Cream truck bldg set	154	08-Jun-2022	08-Jun-2022	
15-4000-2023	Program Development Durham				41.64
15-4000-2045	Lib Collections-DVDs, periodicals,etc				19.19
15-4000-2045	DVD order : Sponge Bob Square Pants	154	08-Jun-2022	08-Jun-2022	
15-4000-2045	Lib Collections-DVDs, periodicals,etc				18.07
15-4000-2023	Hasbro Play-Doh Care'n Carry vet playset	154	08-Jun-2022	08-Jun-2022	
15-4000-2023	Program Development Durham				27.11
15-4000-2044	June 6 - Kew Gardener's Guide to Growing Herbs	154	29-Jun-2022	29-Jun-2022	
15-4000-2044	Lib Purchase Books Durham				20.79
15-4000-2044	Book order - 'Underground Railroad'	154	29-Jun-2022	29-Jun-2022	
15-4000-2044	Lib Purchase Books Durham				19.67
15-4000-2044	Book order - June 10	154	29-Jun-2022	29-Jun-2022	
15-4000-2044	Lib Purchase Books Durham				66.46
15-4000-2045	DVD order - June 10	154	29-Jun-2022	29-Jun-2022	
15-4000-2045	Lib Collections-DVDs, periodicals,etc				94.03
15-4000-2044	Book order - June 10	154	29-Jun-2022	29-Jun-2022	
15-4000-2044	Lib Purchase Books Durham				57.97
15-4000-2044	Book order - 'A Thousand Texas Longhorns'	154	29-Jun-2022	29-Jun-2022	
15-4000-2044	Lib Purchase Books Durham				11.63
15-4000-2045	DVD order - 'Dog'	154	29-Jun-2022	29-Jun-2022	
15-4000-2045	Lib Collections-DVDs, periodicals,etc				22.46
15-4000-2044	June 14 book order 'Peace by Chocolate'	154	29-Jun-2022	29-Jun-2022	
15-4000-2044	Lib Purchase Books Durham				23.86
15-4000-2044	June 14 book order (R.Wagamese)	154	29-Jun-2022	29-Jun-2022	
15-4000-2044	Lib Purchase Books Durham				25.94
15-4000-2045	DVD order - 'Secrets of Dumbledore'	154	29-Jun-2022	29-Jun-2022	
15-4000-2045	Lib Collections-DVDs, periodicals,etc				24.85
15-4000-2023	June 7 - battery tea lights	154	29-Jun-2022	29-Jun-2022	
15-4000-2023	Program Development Durham				36.14
15-4000-2045	DVD order - 'Spider-Man: No Way Home'	154	29-Jun-2022	29-Jun-2022	
15-4000-2045	Lib Collections-DVDs, periodicals,etc				20.33
15-4000-2023	Kids Auto Player	154	08-Jun-2022	08-Jun-2022	
15-4000-2023	Program Development Durham				169.49
<b>3AR00004 BARCLAY WHOLESALE</b>					
15-4000-2045	Toilet tissue for Library	154	08-Jun-2022	08-Jun-2022	

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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				
<b>DEPARTMENT 4000 Library Expense Durham</b>					
i4016	Facial tissue for Library	154	29-Jun-2022	29-Jun-2022	
1-5-4000-2011	Lib Office Supplies Durham				30.79
<b>BRU02158 BRUTON'S HOME DECORATING</b>					
1985402	Hunter Douglas office light filtering blinds for Library	154	29-Jun-2022	29-Jun-2022	
1-5-4000-2015	Lib Bldg Maintenance Durham				606.02
<b>MAN00024 CANADIAN GEOGRAPHIC ENTERPRISES</b>					
UNE 2022	Subscription renewal - Canadian Geographic	154	29-Jun-2022	29-Jun-2022	
1-5-4000-2046	Lib Periodicals Durham				31.99
<b>EXC05059 EXCEL BUSINESS SYSTEMS</b>					
165542	June - lease for Library copier	154	08-Jun-2022	08-Jun-2022	
1-5-4000-2022	Lib. Durham Copier Lease				163.85
149631	May - copier read (1834) @ Durham Library	154	08-Jun-2022	08-Jun-2022	
1-5-4000-2011	Lib Office Supplies Durham				89.39
<b>HOL08022 HOLST OFFICE PRO.</b>					
13992	Thermal rolls, cork board, OP tape for Library	154	29-Jun-2022	29-Jun-2022	
1-5-4000-2011	Lib Office Supplies Durham				124.88
<b>AJ00001 KAJEET INC</b>					
NV22274	Student Unlimited (annual plan) (6 dev x 12 months), SIM card only	154	08-Jun-2022	08-Jun-2022	
1-5-4000-2017	Lib Connectivity/Internet				2,363.85
<b>MAN00001 KANOPY INC</b>					
199980-PPU	May - Play Credits: 38 + 6- KSeries	154	08-Jun-2022	08-Jun-2022	
1-5-4000-2026	Library - Overdrive/e-books				108.00
<b>KVM00001 KVM ENERGY</b>					
189	Supply/replace existing ext. fixtures @ Durham Library, new 15 amp receptacle installed	154	08-Jun-2022	08-Jun-2022	
1-5-4000-2015	Lib Bldg Maintenance Durham				723.20
<b>LIB00002 LIBRARY SERVICES CENTRE</b>					
i23508	May 6 book order + proc charges	154	08-Jun-2022	08-Jun-2022	
1-5-4000-2044	Lib Purchase Books Durham				99.97
1-5-4000-2043	Lib. Durham Book Processing Fees				24.41
i23841	May 13 book order + proc charges	154	08-Jun-2022	08-Jun-2022	
1-5-4000-2043	Lib. Durham Book Processing Fees				10.85
1-5-4000-2044	Lib Purchase Books Durham				59.63
i24093	May 19 book order + proc charges	154	08-Jun-2022	08-Jun-2022	
1-5-4000-2044	Lib Purchase Books Durham				42.93
1-5-4000-2043	Lib. Durham Book Processing Fees				10.85
i24451	May 27 book order + proc charges	154	08-Jun-2022	08-Jun-2022	
1-5-4000-2043	Lib. Durham Book Processing Fees				21.69
1-5-4000-2044	Lib Purchase Books Durham				54.80
i24747	June 3 book order / proc charges	154	29-Jun-2022	29-Jun-2022	
1-5-4000-2043	Lib. Durham Book Processing Fees				16.27
1-5-4000-2044	Lib Purchase Books Durham				53.22
i25150	June 10 book order / proc charges	154	29-Jun-2022	29-Jun-2022	
1-5-4000-2043	Lib. Durham Book Processing Fees				5.42
1-5-4000-2044	Lib Purchase Books Durham				13.59
i25466	June 17 book order / proc charges	154	29-Jun-2022	29-Jun-2022	
1-5-4000-2044	Lib Purchase Books Durham				58.78



MUNICIPALITY OF WEST GREY  
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Vendor : @HO00001 To ZZZ91192  
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Cheque Print Date : 01-Jun-2022 To 30-Jun-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				
-5-4000-2043	Lib. Durham Book Processing Fees				10.85
DEI00001	O.E.I. ONSITE EDUCATION INC				
0220606003	Interactive Library Workshop - June 24th	154	10-Jun-2022	10-Jun-2022	
-5-4000-2023	Program Development Durham				400.00
DET03180	PETTY CASH - TREASURER				
UNE 2022 A	May 12 - postage	154	29-Jun-2022	29-Jun-2022	
-5-4000-2011	Lib Office Supplies Durham				10.40
UNE 2022 B	May 12 Dollarama: flower pots, rockets	154	29-Jun-2022	29-Jun-2022	
-5-4000-2023	Program Development Durham				19.87
UNE 2022 C	May 4 + June 1 window cleaning @ Durham Library	154	29-Jun-2022	29-Jun-2022	
-5-4000-3011	Lib Durham Contract Wages				80.00
DIRI00001	STORZ KIM				
UNE 13/22	June 13 Eckhardt Floral Treasures: gift items (3) / Homecoming Bows	154	29-Jun-2022	29-Jun-2022	
-5-4000-2011	Lib Office Supplies Durham				67.80
-5-4000-2023	Program Development Durham				16.95
REL18082	RELIANCE PRINTING CO.				
9215	16 page Walking tour booklet for Library	154	29-Jun-2022	29-Jun-2022	
-5-4000-2013	Lib Advertising Durham				120.45
ROB00006	ECKHARDT KAYLA				
UNE 16/22	WalMart: refreshments for 'Touch-A-Truck'	154	29-Jun-2022	29-Jun-2022	
-5-4000-2023	Program Development Durham				229.36
UNE 6/22	WalMart: bristol board (10)	154	29-Jun-2022	29-Jun-2022	
-5-4000-2023	Program Development Durham				19.70
RS&19029	S & E LAWN CARE & SNOW REMOVAL LTD				
022-0390	LIB Library grass cutting May 10/11 (1 each)	154	29-Jun-2022	29-Jun-2022	
-5-4000-2050	Lib Durham Lot/Grass Maintenance				28.25
022-0429	May cleaning services (5) @ Durham Library	154	08-Jun-2022	08-Jun-2022	
-5-4000-3011	Lib Durham Contract Wages				649.75
022-0458	LIB Library grass cutting May 25-June 2 (2 each)	154	29-Jun-2022	29-Jun-2022	
-5-4000-2050	Lib Durham Lot/Grass Maintenance				56.50
022-0498	LIB Library grass cutting June 8 - 16 (2 each)	154	29-Jun-2022	29-Jun-2022	
-5-4000-2050	Lib Durham Lot/Grass Maintenance				56.50
SMMA00004	SMALL FARM CANADA				
UNE 2022	3 year subscription renewal Small Farm Canada	154	29-Jun-2022	29-Jun-2022	
-5-4000-2046	Lib Periodicals Durham				43.18
SWA00003	SWAN DUST CONTROL				
069913	May 11 - mat rental @ Durham Library	154	08-Jun-2022	08-Jun-2022	
-5-4000-2015	Lib Bldg Maintenance Durham				21.47
076393	May 25 - mat rental @ Durham Library	154	08-Jun-2022	08-Jun-2022	
-5-4000-2015	Lib Bldg Maintenance Durham				21.47
087164	June 7 mat rentals @ Durham Library	154	29-Jun-2022	29-Jun-2022	
-5-4000-2015	Lib Bldg Maintenance Durham				21.47
094609	June 22 mat rentals @ Durham Library	154	29-Jun-2022	29-Jun-2022	
-5-4000-2015	Lib Bldg Maintenance Durham				21.47
TEC00001	TECH 360				
022-163	June 9- Library site visit re: printer networking	154	29-Jun-2022	29-Jun-2022	



Vendor : @HO00001 To ZZZ91192

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Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
<b>DEPARTMENT 4000 Library Expense Durham</b>					
<b>ULINE CANADA CORPORATION</b>					
0392202	10x10 alum frame canopy/ weight discs, 48x24 folding table	154	29-Jun-2022	29-Jun-2022	
-5-4000-2013	Lib Advertising Durham				541.64
-5-4000-2015	Lib Bldg Maintenance Durham				291.91
-5-4000-2015	Lib Bldg Maintenance Durham				206.03
<b>WATTS SARAH</b>					
APRIL 2022	April mileage - 164 kms	154	29-Jun-2022	29-Jun-2022	
-5-4000-2021	Courier Mileage/Compensation				83.64
MAY 2022	May mileage - 118 kms	154	29-Jun-2022	29-Jun-2022	
-5-4000-2021	Courier Mileage/Compensation				60.18
<b>WHITEHOTS INC</b>					
441860	April 13 book order	154	08-Jun-2022	08-Jun-2022	
-5-4000-2044	Lib Purchase Books Durham				356.76
442586	April 21 book order	154	08-Jun-2022	08-Jun-2022	
-5-4000-2044	Lib Purchase Books Durham				345.57
442588	April 21 book order	154	08-Jun-2022	08-Jun-2022	
-5-4000-2044	Lib Purchase Books Durham				257.66
442590	April 21 book order	154	08-Jun-2022	08-Jun-2022	
-5-4000-2044	Lib Purchase Books Durham				13.64
443664	April 29 book order	154	08-Jun-2022	08-Jun-2022	
-5-4000-2044	Lib Purchase Books Durham				563.47
443665	April 29 book order	154	08-Jun-2022	08-Jun-2022	
-5-4000-2044	Lib Purchase Books Durham				37.46
444443	May 6 book order	154	08-Jun-2022	08-Jun-2022	
-5-4000-2044	Lib Purchase Books Durham				461.03
444444	May 6 book order	154	08-Jun-2022	08-Jun-2022	
-5-4000-2044	Lib Purchase Books Durham				128.81
444446	May 6 book order	154	08-Jun-2022	08-Jun-2022	
-5-4000-2044	Lib Purchase Books Durham				65.73
445704	May 17 book order	154	29-Jun-2022	29-Jun-2022	
-5-4000-2044	Lib Purchase Books Durham				339.42
446212	May 20 book order	154	08-Jun-2022	08-Jun-2022	
-5-4000-2044	Lib Purchase Books Durham				356.06
446225	May 20 book order	154	08-Jun-2022	08-Jun-2022	
-5-4000-2044	Lib Purchase Books Durham				15.48
446229	May 20 book order	154	29-Jun-2022	29-Jun-2022	
-5-4000-2044	Lib Purchase Books Durham				470.19
447038	May 26 book order	154	29-Jun-2022	29-Jun-2022	
-5-4000-2044	Lib Purchase Books Durham				305.83
447808	June 2 book order	154	29-Jun-2022	29-Jun-2022	
-5-4000-2044	Lib Purchase Books Durham				801.87
448736	June 9 book order	154	29-Jun-2022	29-Jun-2022	
-5-4000-2044	Lib Purchase Books Durham				173.76
448939	June 10 book order	154	29-Jun-2022	29-Jun-2022	
-5-4000-2044	Lib Purchase Books Durham				16.79
449542	June 16 book order	154	29-Jun-2022	29-Jun-2022	
-5-4000-2044	Lib Purchase Books Durham				162.09

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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				
449778	June 17 book order	154	29-Jun-2022	29-Jun-2022	
15-4000-2044	Lib Purchase Books Durham				126.82
<b>Department Totals :</b>					<b>14,025.35</b>

DEPARTMENT 5000	West Grey Library Board Expense				
ITE00020	STEPHEN ABRAM MLS				
VGPL-02	RFP WGPL-2022-01 Strategic Service Delivery Review for WG Library	154	29-Jun-2022	29-Jun-2022	
15-5000-3011	Admin Costs West Grey				6,780.00
<b>Department Totals :</b>					<b>6,780.00</b>

**Computer Paid Total : 21,429.83**

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Vendor Invoice No.	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 2000	Library Expense Neustadt				
AS00001	EASTLINK				
8332801	Neust. Library phone/internet /	154	28-Jun-2022	28-Jun-2022	
15-2000-2017	Lib Internet Neustadt				95.99
15-2000-2016	Lib Telephone/Fax Neustadt				28.80
VES08001	WESTARIO POWER				
104861414	Neustadt Library hydro - April	154	28-Jun-2022	28-Jun-2022	
15-2000-2014	Lib Utilities Hydro Neustadt				58.82
<b>Department Totals :</b>					<b>183.61</b>

DEPARTMENT 3000	Library Expense Normanby				
AS00001	EASTLINK				
8342690	Ayton Library phone/internet .	154	28-Jun-2022	28-Jun-2022	
15-3000-2017	Lib Internet Normanby				95.99
15-3000-2016	Lib Telephone/Fax Normanby				28.66
YD15021	HYDRO ONE NETWORKS INC.				
10 ALF JUNE	610 Alfred Str Ayton hydro to May 25 - Library portion	154	27-Jun-2022	27-Jun-2022	
15-3000-2014	Lib Utilities Hydro Normanby				110.83
<b>Department Totals :</b>					<b>235.48</b>

DEPARTMENT 4000	Library Expense Durham				
IB03019	CIBC CREDIT CARD SERVICES				
065 MAY 24/25	Apr.22: Good Housekeeping magazine renewal	154	07-Jun-2022	07-Jun-2022	

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Vendor Code	Vendor Name	Invoice No.	Description	Batch	Inv Date	Inv Due Date	Amount
3.L. Account	CC1 CC2 CC3	GL Account Name					
<b>DEPARTMENT 4000</b>			<b>Library Expense Durham</b>				
-5-4000-2046			Lib Periodicals Durham				40.42
065 MAY 24/22			Magnetic Memo Brds: single size ad Durham Home Hardware	154	07-Jun-2022	07-Jun-2022	
-5-4000-2013			Lib Advertising Durham				395.50
065 MAY 24/22			Zoomer Magazine renewal	154	07-Jun-2022	07-Jun-2022	
-5-4000-2046			Lib Periodicals Durham				28.19
065 MAY 24/22			Apple i-Cloud storage - May	154	07-Jun-2022	07-Jun-2022	
-5-4000-2036			Library- Photocopies, Database, Website				1.46
065 MAY 24/22			WWW.1and1.com subscription	154	07-Jun-2022	07-Jun-2022	
-5-4000-2036			Library- Photocopies, Database, Website				19.79
065 MAY 24/22			May 4th - Giddy Goblin gift certificate	154	07-Jun-2022	07-Jun-2022	
-5-4000-2023			Program Development Durham				25.00
<b>AS00001</b>	<b>EASTLINK</b>						
8332801			Neust. Library security to June 8	154	28-Jun-2022	28-Jun-2022	
-5-4000-2051			Library - Security Expense				25.88
8342690			Ayton Library / security to June 11	154	28-Jun-2022	28-Jun-2022	
-5-4000-2051			Library - Security Expense				25.88
8452022			Durham Library phone/internet / security to June 29	154	28-Jun-2022	28-Jun-2022	
-5-4000-2016			Lib Telephone/Fax Durham				131.18
-5-4000-2051			Library - Security Expense				67.52
-5-4000-2017			Lib Connectivity/Internet				145.71
<b>YD15021</b>	<b>HYDRO ONE NETWORKS INC.</b>						
53 GARAF JUI Durham Library hydro to June 21				154	27-Jun-2022	27-Jun-2022	
-5-4000-2014			Lib Utilities Hydro Durham				278.55
53 GARAF JUI Durham Library hydro to May 22				154	07-Jun-2022	07-Jun-2022	
-5-4000-2014			Lib Utilities Hydro Durham				248.88
<b>JN121001</b>	<b>ENBRIDGE GAS (UNION GAS)</b>						
53 GARAF JUI Durham Library heat to June 15				154	27-Jun-2022	27-Jun-2022	
-5-4000-2009			Lib Utilities Heat Durham				36.21
<b>Department Totals :</b>							<b>1,470.17</b>

**EFT Paid Total : 1,889.26**

Total Unpaid for Approval : 0.00  
 Total Manually Paid for Approval : 0.00  
 Total Computer Paid for Approval : 21,429.83  
 Total EFT Paid for Approval : 1,889.26  
**Grand Total ITEMS for Approval : 23,319.09**

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



AP5130 Page : 1  
 Date : Sep 08, 2022 Time : 3:56 pm

Vendor : @HO00001 To ZZZ91192  
 Batch : 194 To 194  
 Department : All

Cheque Print Date : 01-Jul-2022 To 31-Jul-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				
<b>DEPARTMENT 2000 Library Expense Neustadt</b>					
<b>MUN20094 MUNICIPALITY OF WEST GREY</b>					
111 MILL JUNI	Neustadt Library 2nd Qtr wtr/swr	194	18-Jul-2022	18-Jul-2022	
15-2000-2008	Lib Utilities Water/Sewer Neustadt				148.57
<b>19029 S &amp; E LAWN CARE &amp; SNOW REMOVAL LTD</b>					
022-0564	Library grass cutting June 22 - 29 (2 ea)	194	29-Jul-2022	29-Jul-2022	
15-2000-2050	Lib Neustadt Lot/Grass Maintenance				40.68
022-0610	LIB Library grass cutting July 6 - 14 (2 ea)	194	29-Jul-2022	29-Jul-2022	
15-2000-2050	Lib Neustadt Lot/Grass Maintenance				40.68
<b>Department Totals :</b>					<b>229.93</b>

<b>DEPARTMENT 3000 Library Expense Normanby</b>					
<b>19029 S &amp; E LAWN CARE &amp; SNOW REMOVAL LTD</b>					
022-0564	Library grass cutting June 22 - 29 (2 ea)	194	29-Jul-2022	29-Jul-2022	
15-3000-2050	Lib Nby Lot/Grass Maintenance				28.23
022-0610	LIB Library grass cutting July 6 - 14 (2 ea)	194	29-Jul-2022	29-Jul-2022	
15-3000-2050	Lib Nby Lot/Grass Maintenance				28.23
<b>GS12007 SGS LAKEFIELD RESEARCH LTD</b>					
1522478	LIBF June 22 water testing @ 610 Alfred St Ayton Library share	194	29-Jul-2022	29-Jul-2022	
15-3000-2008	Lib Utilities Water/Sewer Normanby				12.80
<b>Department Totals :</b>					<b>69.26</b>

<b>DEPARTMENT 4000 Library Expense Durham</b>					
<b>MA00001 AMAZON.COM.CA INC</b>					
A2124OZZV	Rainbow elastic beading threads for Library	194	29-Jul-2022	29-Jul-2022	
15-4000-2023	Program Development Durham				15.13
A21EHZY2A	DVD order: Bluey - Season 1 - the 2nd Half	194	18-Jul-2022	18-Jul-2022	
15-4000-2045	Lib Collections-DVDs, periodicals,etc				33.48
A21FQNTDA	DVD order: Yeallowstone - Season 3	194	18-Jul-2022	18-Jul-2022	
15-4000-2045	Lib Collections-DVDs, periodicals,etc				16.95
A21JF6HGAC	Book order : The Great Halifax Explosion	194	18-Jul-2022	18-Jul-2022	
15-4000-2044	Lib Purchase Books Durham				22.86
A21KSQZXA	DVD order : The Northman	194	18-Jul-2022	18-Jul-2022	
15-4000-2045	Lib Collections-DVDs, periodicals,etc				35.02
A21LUSKGA	12 pc foam sheets	194	29-Jul-2022	29-Jul-2022	
15-4000-2023	Program Development Durham				12.06
A21M2F7AX	12 pack acrylic sign holders	194	29-Jul-2022	29-Jul-2022	
15-4000-2045	Lib Collections-DVDs, periodicals,etc				135.36
A21NQ9UIAC	MacSports collapsible folding outdoor waton	194	29-Jul-2022	29-Jul-2022	
15-4000-2023	Program Development Durham				156.73
A21NQKCNA	Deflecto wall mounted display frame	194	29-Jul-2022	29-Jul-2022	
15-4000-2011	Lib Office Supplies Durham				49.49
A226L6BFLK	Locked ballot / donation boxes	194	29-Jul-2022	29-Jul-2022	
15-4000-2013	Lib Advertising Durham				91.50
A2CNDIWQ7	100 yrd suede cord	194	29-Jul-2022	29-Jul-2022	
15-4000-2023	Program Development Durham				22.02
A2H1NUGJL	Cable sleeve cord organizer concealer	194	29-Jul-2022	29-Jul-2022	

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



AP5130

Page : 2

Date : Sep 08, 2022

Time : 3:56 pm

Vendor : @HO00001 To ZZZ91192  
 Batch : 194 To 194  
 Department : All

Cheque Print Date : 01-Jul-2022 To 31-Jul-2022  
 Bank : 2 To 2  
 Class : All

Vendor Invoice	Vendor Name	Description	Batch	Invc Date	Invc Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name		
<b>DEPARTMENT 4000</b>		Library Expense Durham				
15-4000-2035		Library Computer Purchases				58.68
2A2J9HCXO41		100 pc wooden buttons	194	29-Jul-2022	29-Jul-2022	
15-4000-2023		Program Development Durham				10.61
2A2O7WA9AF		Open jump rings, 6 colours w/opener rings	194	29-Jul-2022	29-Jul-2022	
15-4000-2023		Program Development Durham				15.81
2A2X2XCSEEI		Wireless doorbell (plug n play kit)	194	29-Jul-2022	29-Jul-2022	
15-4000-2011		Lib Office Supplies Durham				21.46
<b>2AN00024</b>	<b>CANADIAN GEOGRAPHIC ENTERPRISES</b>					
2022 JULY		2 year subscription renewal - Cdn Geographic	194	18-Jul-2022	18-Jul-2022	
15-4000-2045		Lib Collections-DVDs, periodicals,etc				62.15
<b>2AN00025</b>	<b>CANADIAN HOUSE &amp; HOME MAGAZINE</b>					
2022 JULY		2 year subscription renewal (Cdn House & Home mag)	194	29-Jul-2022	29-Jul-2022	
15-4000-2045		Lib Collections-DVDs, periodicals,etc				46.50
<b>2LE00002</b>	<b>CLEANSE CORP</b>					
51		Hand sanitizer, durcell batteries for Library	194	18-Jul-2022	18-Jul-2022	
15-4000-2029		Library COVID Expenses				208.87
<b>2BS00001</b>	<b>EBSCO CANADA LTD</b>					
895898		Library Aware : August 2022 to December 2022	194	29-Jul-2022	29-Jul-2022	
15-4000-2036		Library- Photocopies, Database, Website				248.60
<b>2XC05059</b>	<b>EXCEL BUSINESS SYSTEMS</b>					
66420		Library copier lease - July	194	29-Jul-2022	29-Jul-2022	
15-4000-2022		Lib. Durham Copier Lease				163.85
67308		Library copier lease - August	194	29-Jul-2022	29-Jul-2022	
15-4000-2022		Lib. Durham Copier Lease				163.85
52442		June copier reading @ Durham Library (4129)	194	18-Jul-2022	18-Jul-2022	
15-4000-3011		Lib Durham Contract Wages				176.63
52611		Library phone support - June 3: assist with Google 2-factor authentication, etc	194	18-Jul-2022	18-Jul-2022	
15-4000-2028		Library - IT support				73.45
<b>2AN00001</b>	<b>KANOPY INC</b>					
03382-PPU		June PPU : 28 + 9	194	18-Jul-2022	18-Jul-2022	
15-4000-2026		Library - Overdrive/e-books				92.00
<b>2IB00002</b>	<b>LIBRARY SERVICES CENTRE</b>					
25786		June 24 book order/proc charge	194	18-Jul-2022	18-Jul-2022	
15-4000-2043		Lib. Durham Book Processing Fees				10.85
15-4000-2044		Lib Purchase Books Durham				58.14
26365		July 8 book order / proc charges	194	18-Jul-2022	18-Jul-2022	
15-4000-2043		Lib. Durham Book Processing Fees				13.55
15-4000-2044		Lib Purchase Books Durham				59.42
26599		July 14 book order / proc charges	194	29-Jul-2022	29-Jul-2022	
15-4000-2043		Lib. Durham Book Processing Fees				203.39
15-4000-2044		Lib Purchase Books Durham				1,013.61
<b>2UN20094</b>	<b>MUNICIPALITY OF WEST GREY</b>					
53 GARAF JL		Durham Library 2nd Qtr wtr/swr	194	18-Jul-2022	18-Jul-2022	
15-4000-2008		Lib Utilities Water/Sewer Durham				160.20
042		June 24 D.Arena Hall rental 6:30-8:30 for Library	194	18-Jul-2022	18-Jul-2022	
15-4000-2023		Program Development Durham				100.00

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



AP5130 Page : 3  
 Date : Sep 08, 2022 Time : 3:56 pm

Vendor : @HO00001 To ZZZ91192  
 Batch : 194 To 194  
 Department : All

Cheque Print Date : 01-Jul-2022 To 31-Jul-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				
<b>DEPARTMENT 4000 Library Expense Durham</b>					
<b>DEPT03180 PETTY CASH - TREASURER</b>					
JULY 2022 A	June 30 - postage	194	18-Jul-2022	18-Jul-2022	
15-4000-2011	Lib Office Supplies Durham				1.20
JULY 2022 B	June 15-28: prize basket, summer program supplies, Canada Day decorations	194	18-Jul-2022	18-Jul-2022	
15-4000-2023	Program Development Durham				85.70
JULY 2022 C	July 16 - window cleaning	194	18-Jul-2022	18-Jul-2022	
15-4000-3011	Lib Durham Contract Wages				40.00
JULY 2022 D	June 16 - 'Touch a Truck' entertainment : Chuckles	194	18-Jul-2022	18-Jul-2022	
15-4000-2023	Program Development Durham				100.00
<b>PR00001 STORZ KIM</b>					
03/22	June 23 Staples: DC Ideapad 1 / file folders	194	18-Jul-2022	18-Jul-2022	
15-4000-2011	Lib Office Supplies Durham				14.00
15-4000-2035	Library Computer Purchases				248.59
JULY 2022 A	July 15: Granny's General Store Neust: flowers	194	29-Jul-2022	29-Jul-2022	
15-4000-2015	Lib Bldg Maintenance Durham				113.04
JULY 2022 B	July 13 Pebbles : dinner with consultant	194	29-Jul-2022	29-Jul-2022	
15-4000-2011	Lib Office Supplies Durham				82.24
JULY 2022 C	July 13 Country Corner Eatery: lunch with consultant	194	29-Jul-2022	29-Jul-2022	
15-4000-2011	Lib Office Supplies Durham				41.96
JULY 2022 ML	July 13+14 mileage to transport consultant 71.6kms	194	29-Jul-2022	29-Jul-2022	
15-4000-2021	Courier Mileage/Compensation				39.02
<b>ROY00001 ROYAL ENGRAVING &amp; TROPHY'S</b>					
113	8 name tags w/magnets for Library	194	29-Jul-2022	29-Jul-2022	
15-4000-2011	Lib Office Supplies Durham				113.50
<b>S&amp;E19029 S &amp; E LAWN CARE &amp; SNOW REMOVAL LTD</b>					
022-0548	June cleaning @ Durham Library (4)	194	18-Jul-2022	18-Jul-2022	
15-4000-3011	Lib Durham Contract Wages				519.80
022-0564	Library grass cutting June 22 - 29 (2 ea)	194	29-Jul-2022	29-Jul-2022	
15-4000-2050	Lib Durham Lot/Grass Maintenance				56.50
022-0610 LIB	Library grass cutting July 6 - 14 (2 ea)	194	29-Jul-2022	29-Jul-2022	
15-4000-2050	Lib Durham Lot/Grass Maintenance				56.50
<b>SAN19017 SANDY HAMILTON PLUMBING &amp; HEATING INC</b>					
7850	June 13: service call to Durham Library - add heat run to staff office, etc	194	18-Jul-2022	18-Jul-2022	
15-4000-2015	Lib Bldg Maintenance Durham				648.44
<b>SIO00001 SIOUX LOOKOUT PUBLIC LIBRARY</b>					
1/2022	Fee for Lost book: 'The Road to Wigan Pier' by George Orwell	194	29-Jul-2022	29-Jul-2022	
15-4000-2044	Lib Purchase Books Durham				23.00
<b>SUN00002 POSTMEDIA PAYMENT CENTRE</b>					
95882	June 2 + 9 Post ads: Friends of the Library Book Sale	194	18-Jul-2022	18-Jul-2022	
15-4000-2010	Lib Durham FOL Supplies				220.35
<b>SWA00003 SWAN DUST CONTROL</b>					
102426	July 6 mat rental @ Durham Library	194	18-Jul-2022	18-Jul-2022	
15-4000-2015	Lib Bldg Maintenance Durham				21.47
112848	July 20 mat rental @ Durham Library	194	29-Jul-2022	29-Jul-2022	
15-4000-2015	Lib Bldg Maintenance Durham				21.47

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



AP5130 Page : 4  
 Date : Sep 08, 2022 Time : 3:56 pm

Vendor : @HO00001 To ZZZ91192  
 Batch : 194 To 194  
 Department : All

Cheque Print Date : 01-Jul-2022 To 31-Jul-2022  
 Bank : 2 To 2  
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Invc Date	Invc Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
<b>DEPARTMENT 4000 Library Expense Durham</b>					
<b>ULI00001 ULINE CANADA CORPORATION</b>					
0581488 A	16 oz plastic bottle w/cap, 24" bungee cord 10 pak for Library	194	18-Jul-2022	18-Jul-2022	133.87
-5-4000-2023	Program Development Durham				
0581488 B	48x24 economy fold in half table for Library	194	18-Jul-2022	18-Jul-2022	163.95
-5-4000-2015	Lib Bldg Maintenance Durham				
0581488 C	Downtown grey desk for Library	194	18-Jul-2022	18-Jul-2022	682.67
-5-4000-2015	Lib Bldg Maintenance Durham				
<b>VHI00003 WHITEHOTS INC</b>					
450625	June 24 book order	194	18-Jul-2022	18-Jul-2022	303.24
-5-4000-2044	Lib Purchase Books Durham				
450628	JUne 24 book order	194	18-Jul-2022	18-Jul-2022	24.09
-5-4000-2044	Lib Purchase Books Durham				
451352	June 30 book order	194	18-Jul-2022	18-Jul-2022	409.38
-5-4000-2044	Lib Purchase Books Durham				
451353	June 30 book order	194	18-Jul-2022	18-Jul-2022	16.26
-5-4000-2044	Lib Purchase Books Durham				
451354	June 30 book order	194	18-Jul-2022	18-Jul-2022	140.55
-5-4000-2044	Lib Purchase Books Durham				
451355	June 30 book order	194	18-Jul-2022	18-Jul-2022	50.78
-5-4000-2044	Lib Purchase Books Durham				
451509	June : processing charges	194	18-Jul-2022	18-Jul-2022	1,094.75
-5-4000-2043	Lib. Durham Book Processing Fees				
452022	July 7 book order	194	18-Jul-2022	18-Jul-2022	631.90
-5-4000-2044	Lib Purchase Books Durham				
452023	July 7 book order	194	18-Jul-2022	18-Jul-2022	48.17
-5-4000-2044	Lib Purchase Books Durham				
<b>Department Totals :</b>					<b>9,698.61</b>

**Computer Paid Total : 9,997.80**

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



AP5130 Page : 4  
 Date : Sep 08, 2022 Time : 3:56pm

Vendor : @HO00001 To ZZZ91192  
 Batch : 194 To 194  
 Department : All

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

Vendor Invoice	Vendor Name Description	Batch	Invc Date	Invc Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
<b>DEPARTMENT 2000 Library Expense Neustadt</b>					
<b>EAS00001 EASTLINK</b>					
18468756	Neustadt Library phone/internet/ to July 8	194	01-Jul-2022	01-Jul-2022	95.99
-5-2000-2017	Lib Internet Neustadt				
-5-2000-2016	Lib Telephone/Fax Neustadt				28.48
18605309	Neustadt Library phone/internet/ to Aug. 8	194	27-Jul-2022	27-Jul-2022	27.00



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



AP5130

Date : Sep 08, 2022

Page : 5

Time : 3:56pm

Vendor : @HO00001 To ZZZ91192  
Batch : 194 To 194  
Department : All

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

Vendor Code	Vendor Name	Invoice No.	Description	Batch	Inv Date	Inv Due Date	Amount
3.L. Account	CC1 CC2 CC3	GL Account Name					
DEPARTMENT 2000			Library Expense Neustadt				
15-2000-2016			Lib Telephone/Fax Neustadt				28.62
VES08001			WESTARIO POWER				
1104882614			Neustadt Library hydro - May	194	27-Jul-2022	27-Jul-2022	
15-2000-2014			Lib Utilities Hydro Neustadt				56.21
<b>Department Totals :</b>							<b>305.29</b>

DEPARTMENT 3000			Library Expense Normanby				
EAS00001			EASTLINK				
8478579			Ayton Library phone/internet/ security to July 11	194	08-Jul-2022	08-Jul-2022	
15-3000-2016			Lib Telephone/Fax Normanby				28.71
15-3000-2017			Lib Internet Normanby				95.99
HYD15021			HYDRO ONE NETWORKS INC.				
110 ALF JULY 2610 Alfred Str Ayton hydro to June 23 (Libr portion)				194	27-Jul-2022	27-Jul-2022	
15-3000-2014			Lib Utilities Hydro Normanby				97.95
<b>Department Totals :</b>							<b>222.65</b>

DEPARTMENT 4000			Library Expense Durham				
IB03019			CIBC CREDIT CARD SERVICES				
1065 JUNE 24/2 VistaPrint - nylon ropes, vinyl banner				194	08-Jul-2022	08-Jul-2022	
15-4000-2013			Lib Advertising Durham				98.60
1065 JUNE 24/2 WalMart June 2: LCD monitor / calculator, stapler, batteries, etc				194	08-Jul-2022	08-Jul-2022	
15-4000-2035			Library Computer Purchases				285.87
15-4000-2011			Lib Office Supplies Durham				72.06
1065 JUNE 24/2 Apple i-Cloud storage - June				194	08-Jul-2022	08-Jul-2022	
15-4000-2036			Library- Photocopies, Database, Website				1.46
EAS00001			EASTLINK				
8468756			Neustadt Library / security to July 8	194	01-Jul-2022	01-Jul-2022	
15-4000-2051			Library - Security Expense				25.88
8478579			Ayton Library / security to July 11	194	08-Jul-2022	08-Jul-2022	
15-4000-2051			Library - Security Expense				25.88
8588423			Durham Library phone/internet/ security to July 29	194	24-Jul-2022	24-Jul-2022	
15-4000-2016			Lib Telephone/Fax Durham				131.18
15-4000-2017			Lib Connectivity/Internet				145.71
15-4000-2051			Library - Security Expense				67.52
8605309			Neustadt Library security to Aug. 8	194	27-Jul-2022	27-Jul-2022	
15-4000-2051			Library - Security Expense				25.88
JNI21001			ENBRIDGE GAS (UNION GAS)				
153 GARAF JU Durham Library heat to July 13				194	27-Jul-2022	27-Jul-2022	
15-4000-2009			Lib Utilities Heat Durham				19.40
<b>Department Totals :</b>							<b>899.44</b>

**EFT Paid Total : 1,427.38**

<b>Total Unpaid for Approval :</b>	<b>0.00</b>
<b>Total Manually Paid for Approval :</b>	<b>0.00</b>
<b>Total Computer Paid for Approval :</b>	<b>9,997.80</b>
<b>Total EFT Paid for Approval :</b>	<b>1,427.38</b>
<b>Grand Total ITEMS for Approval :</b>	<b>11,425.18</b>

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



AP5130

Page : 1

Date : Sep 08, 2022

Time : 3:56 pm

Vendor : @HO00001 To ZZZ91192  
 Batch : 227 To 227  
 Department : All

Cheque Print Date : 01-Aug-2022 To 31-Aug-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				
<b>DEPARTMENT 2000 Library Expense Neustadt</b>					
<b>19029 S &amp; E LAWN CARE &amp; SNOW REMOVAL LTD</b>					
2022-0682	LIB Library grass cutting July 20 - 27 (2 each branch)	227	18-Aug-2022	18-Aug-2022	
5-2000-2050	Lib Neustadt Lot/Grass Maintenance				40.68
2022-0726	Library grass cutting: Aug.3-11 (2 cuts each)	227	29-Aug-2022	29-Aug-2022	
5-2000-2050	Lib Neustadt Lot/Grass Maintenance				40.68
<b>Department Totals :</b>					<b>81.36</b>

<b>DEPARTMENT 3000 Library Expense Normanby</b>					
<b>19029 S &amp; E LAWN CARE &amp; SNOW REMOVAL LTD</b>					
2022-0682	LIB Library grass cutting July 20 - 27 (2 each branch)	227	18-Aug-2022	18-Aug-2022	
5-3000-2050	Lib Nby Lot/Grass Maintenance				28.23
2022-0726	Library grass cutting: Aug.3-11 (2 cuts each)	227	29-Aug-2022	29-Aug-2022	
5-3000-2050	Lib Nby Lot/Grass Maintenance				28.23
<b>12007 SGS LAKEFIELD RESEARCH LTD</b>					
1527564	LIBR July 18 water testing @ 610 Alfred Str Ayton Libr portion	227	18-Aug-2022	18-Aug-2022	
5-3000-2008	Lib Utilities Water/Sewer Normanby				12.80
<b>Department Totals :</b>					<b>69.26</b>

<b>DEPARTMENT 4000 Library Expense Durham</b>					
<b>MA00001 AMAZON.COM.CA INC</b>					
A210U46XKK	8" Rainbow craft tailor scissors/shears	227	18-Aug-2022	18-Aug-2022	
5-4000-2023	Program Development Durham				17.63
A21EPEVIHA	Coloured felting wool yarn	227	18-Aug-2022	18-Aug-2022	
5-4000-2023	Program Development Durham				19.28
A21NP4P5AC	Purple school glue sticks	227	18-Aug-2022	18-Aug-2022	
5-4000-2023	Program Development Durham				21.31
A21O1603AC	July 20 book order - The Lost City	227	09-Aug-2022	09-Aug-2022	
5-4000-2044	Lib Purchase Books Durham				22.59
A21QI5TCAC	July 28 book order	227	18-Aug-2022	18-Aug-2022	
5-4000-2044	Lib Purchase Books Durham				16.13
A21SMS58AC	Disc Toss Game	227	18-Aug-2022	18-Aug-2022	
5-4000-2010	Lib Durham FOL Supplies				56.48
A21SY2MVA	Aug. 7 book order	227	18-Aug-2022	18-Aug-2022	
5-4000-2044	Lib Purchase Books Durham				58.50
A21T6F9KAC	Aug. 8 book order	227	18-Aug-2022	18-Aug-2022	
5-4000-2044	Lib Purchase Books Durham				148.88
A21T74LVAC	Aug. 6 book order	227	18-Aug-2022	18-Aug-2022	
5-4000-2044	Lib Purchase Books Durham				69.55
A21T7R3QAC	Aug. 8 book order	227	18-Aug-2022	18-Aug-2022	
5-4000-2044	Lib Purchase Books Durham				131.99
A21USNNQA	Aug. 13 book order	227	29-Aug-2022	29-Aug-2022	
5-4000-2044	Lib Purchase Books Durham				76.43
A21UTARQA	Ultra fine point sharpie markers	227	18-Aug-2022	18-Aug-2022	
5-4000-2023	Program Development Durham				10.01
A21UW4AMA	Aug. 14 book order	227	18-Aug-2022	18-Aug-2022	
5-4000-2044	Lib Purchase Books Durham				116.16

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



AP5130

Page : 2

Date : Sep 08, 2022

Time : 3:56 pm

Vendor : @HO00001 To ZZZ91192  
 Batch : 227 To 227  
 Department : All

Cheque Print Date : 01-Aug-2022 To 31-Aug-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				
<b>DEPARTMENT 4000 Library Expense Durham</b>					
A21UW4AQA	DVD order : Downton Abbey - A New Era	227	18-Aug-2022	18-Aug-2022	
-5-4000-2045	Lib Collections-DVDs, periodicals,etc				24.85
A21V574CAC	Winter Scrapbooking paper	227	18-Aug-2022	18-Aug-2022	
-5-4000-2023	Program Development Durham				17.46
A21VPK89AC	Aug. 16 DVD : Jurassic World Dominion	227	29-Aug-2022	29-Aug-2022	
-5-4000-2045	Lib Collections-DVDs, periodicals,etc				22.59
A221SRQFO	Modeling clay kit	227	18-Aug-2022	18-Aug-2022	
-5-4000-2023	Program Development Durham				17.18
A22N1GXPO	100 pc embroidery threads	227	18-Aug-2022	18-Aug-2022	
-5-4000-2023	Program Development Durham				21.35
A24Z6IT0DQI	Yard game set	227	18-Aug-2022	18-Aug-2022	
-5-4000-2010	Lib Durham FOL Supplies				90.39
A258B06X8S	40 Sheets assorted soft felt	227	18-Aug-2022	18-Aug-2022	
-5-4000-2023	Program Development Durham				39.54
A2B31QRL6II	July 10 order - jigsaw puzzle roll mat for storage	227	09-Aug-2022	09-Aug-2022	
-5-4000-2023	Program Development Durham				64.38
A2BDAHWD\	800 Pcs self adhesive label stickers	227	18-Aug-2022	18-Aug-2022	
-5-4000-2023	Program Development Durham				14.55
A2BKN3GYV	4-in1 USB-C hub	227	18-Aug-2022	18-Aug-2022	
-5-4000-2011	Lib Office Supplies Durham				30.50
A2GG2HW9\	100 pc small brown paper bags	227	18-Aug-2022	18-Aug-2022	
-5-4000-2023	Program Development Durham				20.10
A2GHFYUV4	48 pcs Mini jars w/cork lids	227	18-Aug-2022	18-Aug-2022	
-5-4000-2023	Program Development Durham				24.99
A2KXB89MAI	3 bundles of pipe cleaners	227	18-Aug-2022	18-Aug-2022	
-5-4000-2023	Program Development Durham				11.29
A2L5OHO32	40 Pack metal hinged tins	227	18-Aug-2022	18-Aug-2022	
-5-4000-2023	Program Development Durham				45.19
A2P132J78I	150 pcs Wooden beads	227	18-Aug-2022	18-Aug-2022	
-5-4000-2023	Program Development Durham				16.94
A2QO6QCXG	2 - Optics Light Therapy lights	227	18-Aug-2022	18-Aug-2022	
-5-4000-2010	Lib Durham FOL Supplies				146.42
CA2G7XJV5E	Aug. 13 order: Spinning fibre merino wool	227	29-Aug-2022	29-Aug-2022	
-5-4000-2023	Program Development Durham				22.73
AN00016	<b>CANADA'S HISTORY</b>				
UG. 2022	2 yr renewal of Canada's History	227	09-Aug-2022	09-Aug-2022	
-5-4000-2045	Lib Collections-DVDs, periodicals,etc				64.52
AR00007	<b>CARR McLEAN</b>				
54456	Carmac cover clear laminate	227	09-Aug-2022	09-Aug-2022	
-5-4000-2011	Lib Office Supplies Durham				170.03
54825	Single matte bar code labels (3)	227	18-Aug-2022	18-Aug-2022	
-5-4000-2011	Lib Office Supplies Durham				211.40
XC05059	<b>EXCEL BUSINESS SYSTEMS</b>				
55226	Durham Library copier read - July (2896)	227	09-Aug-2022	09-Aug-2022	
-5-4000-2011	Lib Office Supplies Durham				159.60
IOL08022	<b>HOLST OFFICE PRO.</b>				
3159	Library folders batteries cover stock / Mouse (3) surge	227	18-Aug-2022	18-Aug-2022	

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



AP5130 Page : 3  
 Date : Sep 08, 2022 Time : 3:56 pm

Vendor : @HO00001 To ZZZ91192  
 Batch : 227 To 227  
 Department : All

Cheque Print Date : 01-Aug-2022 To 31-Aug-2022  
 Bank : 2 To 2  
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Invc Date	Invc Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
<b>DEPARTMENT 4000</b>	<b>Library Expense Durham</b>				
	protectors (5)				
-5-4000-2035	Library Computer Purchases				141.21
-5-4000-2011	Lib Office Supplies Durham				111.98
<b>AN00001 KANOPY INC</b>					
06921	July - PPU (30 + 6 + 1 KSeries)	227	09-Aug-2022	09-Aug-2022	
-5-4000-2026	Library - Overdrive/e-books				89.00
<b>IB00002 LIBRARY SERVICES CENTRE</b>					
26922	July 22 book order / proc charges	227	09-Aug-2022	09-Aug-2022	
-5-4000-2043	Lib. Durham Book Processing Fees				37.98
-5-4000-2044	Lib Purchase Books Durham				157.17
<b>MD00008 CVS MIDWEST TAPE CANADA</b>					
02409806	July 19 order - The Lady's Mine , Take Your Breath Away	227	09-Aug-2022	09-Aug-2022	
-5-4000-2044	Lib Purchase Books Durham				181.63
02441552	July 27 - The Hotel Nantucket	227	09-Aug-2022	09-Aug-2022	
-5-4000-2044	Lib Purchase Books Durham				93.44
<b>OB00006 ECKHARDT KAYLA</b>					
UG 2022 A	July 14 Foodland- ziploc bags	227	09-Aug-2022	09-Aug-2022	
-5-4000-2023	Program Development Durham				13.54
UG 2022 B	Aug. 22 Dollarama: clothes pins, paint, frames, etc	227	09-Aug-2022	09-Aug-2022	
-5-4000-2023	Program Development Durham				63.74
UG 2022 C	Aug 3 Dollarama : Smarties, Kit Kats	227	09-Aug-2022	09-Aug-2022	
-5-4000-2023	Program Development Durham				27.12
<b>S&amp;E19029 S &amp; E LAWN CARE &amp; SNOW REMOVAL LTD</b>					
022-0657	Durham Library cleaning services - July (4)	227	09-Aug-2022	09-Aug-2022	
-5-4000-3011	Lib Durham Contract Wages				519.80
022-0682	LIB Library grass cutting July 20 - 27 (2 each branch)	227	18-Aug-2022	18-Aug-2022	
-5-4000-2050	Lib Durham Lot/Grass Maintenance				56.50
022-0726	Library grass cutting: Aug.3-11 (2 cuts each)	227	29-Aug-2022	29-Aug-2022	
-5-4000-2050	Lib Durham Lot/Grass Maintenance				56.50
<b>AN19017 SANDY HAMILTON PLUMBING &amp; HEATING INC</b>					
7948	Durham Libr: A/C service, filters, condenser fan motor, change capacitor on roof unit July20-28	227	18-Aug-2022	18-Aug-2022	
-5-4000-2015	Lib Bldg Maintenance Durham				1,348.20
<b>WA00003 SWAN DUST CONTROL</b>					
119867	Aug. 3 mat rental @ Durham Library	227	18-Aug-2022	18-Aug-2022	
-5-4000-2015	Lib Bldg Maintenance Durham				21.47
130373	Aug. 17th mat rental @ Durham Library	227	29-Aug-2022	29-Aug-2022	
-5-4000-2015	Lib Bldg Maintenance Durham				21.47
<b>JPS00001 UPS CANADA</b>					
375521860	Custom charges for 'Flyleaf Publishing'	227	09-Aug-2022	09-Aug-2022	
-5-4000-2044	Lib Purchase Books Durham				32.78
<b>VHI00003 WHITEHOTS INC</b>					
1452760	July 14 book order	227	09-Aug-2022	09-Aug-2022	
-5-4000-2044	Lib Purchase Books Durham				451.91
1452764	July 14 book order	227	09-Aug-2022	09-Aug-2022	
-5-4000-2044	Lib Purchase Books Durham				39.20
1452765	July 14 book order	227	09-Aug-2022	09-Aug-2022	

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



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Vendor : @HO00001 To ZZZ91192  
Batch : 227 To 227  
Department : All

Cheque Print Date : 01-Aug-2022 To 31-Aug-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				
<b>DEPARTMENT 4000 Library Expense Durham</b>					
-5-4000-2044	Lib Purchase Books Durham				40.14
453681	July 21 book order	227	09-Aug-2022	09-Aug-2022	
-5-4000-2044	Lib Purchase Books Durham				530.33
453683	July 21 book order	227	09-Aug-2022	09-Aug-2022	
-5-4000-2044	Lib Purchase Books Durham				60.53
453860	July 22 book order	227	09-Aug-2022	09-Aug-2022	
-5-4000-2044	Lib Purchase Books Durham				35.76
454737	July 27 book order	227	18-Aug-2022	18-Aug-2022	
-5-4000-2044	Lib Purchase Books Durham				19.85
454922	July 28 book order	227	18-Aug-2022	18-Aug-2022	
-5-4000-2044	Lib Purchase Books Durham				271.09
454925	July 28 book order	227	18-Aug-2022	18-Aug-2022	
-5-4000-2044	Lib Purchase Books Durham				53.38
455445	Aug. 4 book order	227	18-Aug-2022	18-Aug-2022	
-5-4000-2044	Lib Purchase Books Durham				198.80
456123	Aug. 11 book order	227	29-Aug-2022	29-Aug-2022	
-5-4000-2044	Lib Purchase Books Durham				493.03
456124	Aug. 11 book order	227	29-Aug-2022	29-Aug-2022	
-5-4000-2044	Lib Purchase Books Durham				45.57
<b>Department Totals :</b>					<b>7,214.06</b>

**Computer Paid Total : 7,364.68**

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



AP5130 Page : 4  
Date : Sep 08, 2022 Time : 3:56pm

Vendor : @HO00001 To ZZZ91192  
Batch : 227 To 227  
Department : All

EFT Paid Date : 01-Aug-2022 To 31-Aug-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				
<b>DEPARTMENT 2000 Library Expense Neustadt</b>					
AS00001	<b>EASTLINK</b>				
18742648	Neust. Library phone/internet/				
-5-2000-2017	to Sept. 8 Lib Internet Neustadt	227	22-Aug-2022	22-Aug-2022	95.99
-5-2000-2016	Lib Telephone/Fax Neustadt				29.25
NES08001	<b>WESTARIO POWER</b>				
1104905622	Neust. Library hydro - June				
-5-2000-2014	Lib Utilities Hydro Neustadt	227	22-Aug-2022	22-Aug-2022	64.22
<b>Department Totals :</b>					<b>189.46</b>

**DEPARTMENT 3000 Library Expense Normanby**

AS00001	<b>EASTLINK</b>				
18615212	Ayton Library phone/internet/				
	to Aug. 11	227	22-Aug-2022	22-Aug-2022	

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



AP5130

Date : Sep 08, 2022

Page : 5

Time : 3:56pm

Vendor : @HO00001 To ZZZ91192  
Batch : 227 To 227  
Department : All

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

Vendor Code	Vendor Name	Invoice No.	Description	Batch	Inv Date	Inv Due Date	Amount
3.L. Account	CC1 CC2 CC3	GL Account Name					
DEPARTMENT 3000	Library Expense Normanby						
1-5-3000-2017		Lib Internet Normanby					95.99
1-5-3000-2016		Lib Telephone/Fax Normanby					28.53
HYD15021	HYDRO ONE NETWORKS INC.						
1-5-3000-2014		Lib Utilities Hydro Normanby	610 Alfred Str Ayton hydro to July 23 - Libr portion	227	17-Aug-2022	17-Aug-2022	130.27
<b>Department Totals :</b>							<b>254.79</b>

DEPARTMENT 4000	Library Expense Durham						
IB03019	CIBC CREDIT CARD SERVICES						
1-5-4000-2045		Lib Collections-DVDs, periodicals,etc	065 JULY 24/2 June 27 subscription renewal - Tast of Home	227	10-Aug-2022	10-Aug-2022	41.79
1-5-4000-2045		Lib Collections-DVDs, periodicals,etc	065 JULY 24/2 July 6 subscription renewal - National Geographic	227	10-Aug-2022	10-Aug-2022	67.04
1-5-4000-2023		Program Development Durham	065 JULY 24/2 July 8 Amazon.ca - 60 key rings	227	10-Aug-2022	10-Aug-2022	12.42
1-5-4000-2036		Library- Photocopies, Database, Website	065 JULY 24/2 July 9 Business Prime Amazon.ca	227	10-Aug-2022	10-Aug-2022	366.45
1-5-4000-2036		Library- Photocopies, Database, Website	065 JULY 24/2 Apple i-Cloud storage - July	227	10-Aug-2022	10-Aug-2022	1.46
1-5-4000-2044		Lib Purchase Books Durham	065 JULY 24/2 July 19 FlyLeaf Publishing : reading series	227	10-Aug-2022	10-Aug-2022	557.36
1-5-4000-2045		Lib Collections-DVDs, periodicals,etc	065 JULY 24/2 July 19 Marathon of History	227	10-Aug-2022	10-Aug-2022	20.00
1-5-4000-2045		Lib Collections-DVDs, periodicals,etc	065 JULY 24/2 July 22 subscription renewal - MaryJane's Farm	227	10-Aug-2022	10-Aug-2022	55.25
EAS00001	EASTLINK						
1-5-4000-2051		Library - Security Expense	8615212 Ayton Library security to Aug. 11	227	22-Aug-2022	22-Aug-2022	25.88
1-5-4000-2051		Library - Security Expense	8725842 Durh.Library phone/internet/ security to Aug. 29	227	22-Aug-2022	22-Aug-2022	67.52
1-5-4000-2017		Lib Connectivity/Internet					145.71
1-5-4000-2016		Lib Telephone/Fax Durham					130.95
1-5-4000-2051		Library - Security Expense	8742648 Neust. Library security to Sept. 8	227	22-Aug-2022	22-Aug-2022	25.88
HYD15021	HYDRO ONE NETWORKS INC.						
1-5-4000-2014		Lib Utilities Hydro Durham	153 GARAF AU Durham Library hydro to Aug. 22	227	29-Aug-2022	29-Aug-2022	369.69
1-5-4000-2014		Lib Utilities Hydro Durham	153 GARAF AU Durham Library hydro to July 22	227	10-Aug-2022	10-Aug-2022	317.09
JNI21001	ENBRIDGE GAS (UNION GAS)						
1-5-4000-2009		Lib Utilities Heat Durham	153 GARAF AU Durham Library heat to Aug. 17	227	29-Aug-2022	29-Aug-2022	39.84
<b>Department Totals :</b>							<b>2,244.33</b>

EFT Paid Total : 2,688.58

Total Unpaid for Approval :	0.00
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	7,364.68
Total EFT Paid for Approval :	2,688.58
Grand Total ITEMS for Approval :	<u>10,053.26</u>





Oct

Period Ending 31-Oct-2022

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
<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	(440,045.00)	(440,045.00)	0.00	100.00
Interest Revenue	(85.97)	0.00	85.97	0.00
Donation Revenue - Connectivity	0.00	(800.00)	(800.00)	0.00
Donations	(4,164.21)	0.00	4,164.21	0.00
Library Revenue	(145.50)	(1,250.00)	(1,104.50)	11.64
Service Fees Revenue	(900.25)	(1,250.00)	(349.75)	72.02
Books Revenue	(21.75)	0.00	21.75	0.00
Member Card Revenue	(44.00)	0.00	44.00	0.00
<b>Total OPERATING REVENUES</b>	<b>(445,406.68)</b>	<b>(472,535.00)</b>	<b>(27,128.32)</b>	<b>94.26</b>
<b>OPERATING EXPENSES</b>				
Salaries	222,610.91	289,342.00	66,731.09	76.94
Benefits	49,276.92	58,397.00	9,120.08	84.38
Materials & Supplies	709.65	1,500.00	790.35	47.31
Office Supplies	2,642.51	1,500.00	(1,142.51)	176.17
Volunteer Recognition	207.59	500.00	292.41	41.52
General Memberships	428.96	400.00	(28.96)	107.24
Advertising	1,092.13	1,000.00	(92.13)	109.21
Bilding Maintenance	5,173.80	4,000.00	(1,173.80)	129.35
Lease/Courier	638.43	800.00	161.57	79.80
Printer Lease	1,478.78	2,000.00	521.22	73.94
Program Development	3,388.51	3,598.00	209.49	94.18
IT Expense	30.19	500.00	469.81	6.04
Resources	8,051.44	6,800.00	(1,251.44)	118.40
IT/HA Support	4,611.76	5,200.00	588.24	88.69
Support	2,071.52	2,500.00	428.48	82.86
Hardware	2,344.37	3,485.00	1,140.63	67.27
Software	2,705.19	5,000.00	2,294.81	54.10
Book Processing Fee	2,561.16	3,000.00	438.84	85.37
Books	21,816.08	23,000.00	1,183.92	94.85
Collections	880.53	3,000.00	2,119.47	29.35
Periodicals	530.84	0.00	(530.84)	0.00
Conference/Training	964.13	2,500.00	1,535.87	38.57
Security	920.00	1,400.00	480.00	65.71
Library Board	16,628.80	19,533.00	2,904.20	85.13
<b>Total OPERATING EXPENSES</b>	<b>351,764.20</b>	<b>438,955.00</b>	<b>87,190.80</b>	<b>80.14</b>
<b>BRANCH EXPENSES</b>				
WESTSTADT BRANCH EXPENSES	6,285.37	7,080.00	794.63	88.78
WORMANBY BRANCH EXPENSES	5,527.27	7,000.00	1,472.73	78.96
WIRRAM BRANCH EXPENSES	15,844.99	19,500.00	3,655.01	81.26
<b>Total BRANCH EXPENSES</b>	<b>27,657.63</b>	<b>33,580.00</b>	<b>5,922.37</b>	<b>82.36</b>
<b>LIBRARY</b>	<b>(65,984.85)</b>	<b>0.00</b>	<b>65,984.85</b>	<b>0.00</b>



For Period Ending 31-Oct-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	(440,045.00)	(440,045.00)	0.00	100.00
Total West Grey Levy	(440,045.00)	(440,045.00)	0.00	100.00
<b>Interest Revenue</b>				
2-4-0500-6420 Library West Grey Int/Investments	(85.97)	0.00	85.97	0.00
Total Interest Revenue	(85.97)	0.00	85.97	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	(400.50)	0.00	400.50	0.00
2-4-4000-5350 Library Donations Durham	(2,042.70)	0.00	2,042.70	0.00
2-4-4000-6500 Library Donations - Friends of Library	(1,721.01)	0.00	1,721.01	0.00
Total Donations	(4,164.21)	0.00	4,164.21	0.00
<b>Library Revenue</b>				
2-4-2000-5410 Library Revenue Neustadt	(17.50)	0.00	17.50	0.00
2-4-4000-5410 Library Revenue Durham	(128.00)	(1,250.00)	(1,122.00)	10.24
Total Library Revenue	(145.50)	(1,250.00)	(1,104.50)	11.64
<b>Service Fees Revenue</b>				
2-4-2000-5411 Library Rev Service Fees Neustadt	(35.25)	0.00	35.25	0.00
2-4-3000-5411 Library Rev Service Fees Normanby	(33.75)	0.00	33.75	0.00
2-4-4000-5411 Library Rev Service Fees Durham	(831.25)	(1,250.00)	(418.75)	66.50
Total Service Fees Revenue	(900.25)	(1,250.00)	(349.75)	72.02
<b>Fines Revenue</b>				
2-4-2000-5412 Library Revenue Fines Neustadt	(15.00)	0.00	15.00	0.00
2-4-4000-5412 Library Revenue Fines Durham	(6.75)	0.00	6.75	0.00
Total Fines Revenue	(21.75)	0.00	21.75	0.00
<b>Member Card Revenue</b>				
2-4-2000-5414 Library Rev Member Card Neustadt	(2.00)	0.00	2.00	0.00
2-4-4000-5414 Library Revenue Member Card Durham	(42.00)	0.00	42.00	0.00
Total Member Card Revenue	(44.00)	0.00	44.00	0.00
Total OPERATING REVENUES	(445,406.66)	(472,535.00)	(27,128.32)	94.26
<b>OPERATING EXPENSES</b>				
<b>Wages</b>				
2-5-4000-1010 Lib Wages Durham	222,610.91	289,342.00	66,731.09	76.94



For Period Ending 31-Oct-2022

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
<b>LIBRARY</b>				
Total Wages	222,610.91	289,342.00	66,731.09	76.94
<b>Benefits</b>				
2-5-4000-1015 Lib Benefits Durham	49,276.92	58,397.00	9,120.08	84.38
Total Benefits	49,276.92	58,397.00	9,120.08	84.38
<b>Materials &amp; Supplies</b>				
2-5-4000-2010 Lib Durham FOL Supplies	462.55	0.00	(462.55)	0.00
2-5-4000-2029 Library COVID Expenses	247.10	1,500.00	1,252.90	16.47
Total Materials & Supplies	709.65	1,500.00	790.35	47.31
<b>Office Supplies</b>				
2-5-4000-2011 Lib Office Supplies Durham	2,642.51	1,500.00	(1,142.51)	176.17
Total Office Supplies	2,642.51	1,500.00	(1,142.51)	176.17
<b>Volunteer Recognition</b>				
2-5-4000-2012 Volunteer Recognition Durham	207.59	500.00	292.41	41.52
Total Volunteer Recognition	207.59	500.00	292.41	41.52
<b>General 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>Advertising</b>				
2-5-4000-2013 Lib Advertising Durham	1,092.13	1,000.00	(92.13)	109.21
Total Advertising	1,092.13	1,000.00	(92.13)	109.21
<b>Building Maintenance</b>				
2-5-4000-2015 Lib Bldg Maintenance Durham	5,173.80	4,000.00	(1,173.80)	129.35
Total Building Maintenance	5,173.80	4,000.00	(1,173.80)	129.35
<b>Mileage/Courier</b>				
2-5-4000-2021 Courier Mileage/Compensation	638.43	800.00	161.57	79.80
Total Mileage/Courier	638.43	800.00	161.57	79.80
<b>Copier Lease</b>				
2-5-4000-2022 Lib. Durham Copier Lease	1,478.76	2,000.00	521.22	73.94
Total Copier Lease	1,478.76	2,000.00	521.22	73.94
<b>Program Development</b>				
2-5-4000-2023 Program Development Durham	3,388.51	3,598.00	209.49	94.18
Total Program Development	3,388.51	3,598.00	209.49	94.18
<b>ILLO Expense</b>				
2-5-4000-2019 Lib ILLO Expense	30.19	500.00	469.81	6.04
Total ILLO Expense	30.19	500.00	469.81	6.04
<b>E-Resources</b>				
2-5-4000-2026 Library E-Resources (Overdrive/e-book)	8,051.44	6,800.00	(1,251.44)	118.40
Total E-Resources	8,051.44	6,800.00	(1,251.44)	118.40
<b>KOHA Support</b>				



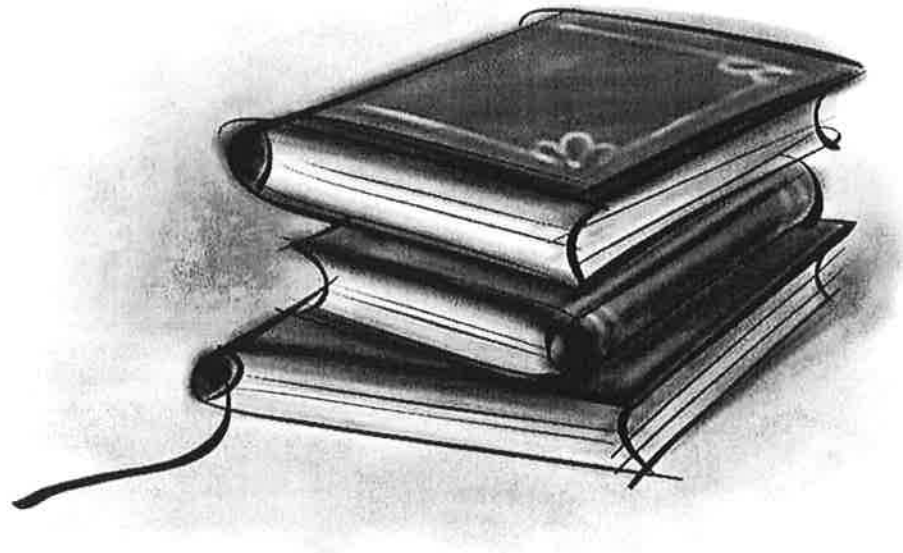
For Period Ending 31-Oct-2022

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
<b>LIBRARY</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>IT Support</b>				
2-5-4000-2028 Library - IT support	2,071.52	2,500.00	428.48	82.86
Total IT Support	2,071.52	2,500.00	428.48	82.86
<b>Hardware</b>				
2-5-4000-2035 Library Hardware - Computer Purchase	2,344.37	3,485.00	1,140.63	67.27
Total Hardware	2,344.37	3,485.00	1,140.63	67.27
<b>Software</b>				
2-5-4000-2036 Library Software - database, website, etc	2,705.19	5,000.00	2,294.81	54.10
Total Software	2,705.19	5,000.00	2,294.81	54.10
<b>Book Processing Fee</b>				
2-5-4000-2043 Lib. Durham Book Processing Fees	2,561.16	3,000.00	438.84	85.37
Total Book Processing Fee	2,561.16	3,000.00	438.84	85.37
<b>Books</b>				
2-5-4000-2044 Lib Purchase Books Durham	21,816.06	23,000.00	1,183.92	94.85
Total Books	21,816.06	23,000.00	1,183.92	94.85
<b>Collections</b>				
2-5-4000-2045 Lib Collections-DVDs, periodicals, etc	880.53	3,000.00	2,119.47	29.35
Total Collections	880.53	3,000.00	2,119.47	29.35
<b>Periodicals</b>				
2-5-4000-2046 Lib Periodicals Durham	530.84	0.00	(530.84)	0.00
Total Periodicals	530.84	0.00	(530.84)	0.00
<b>Conference/Training</b>				
2-5-4000-2077 Lib Durham Conference/Training	964.13	2,500.00	1,535.87	38.57
Total Conference/Training	964.13	2,500.00	1,535.87	38.57
<b>Security</b>				
2-5-4000-2051 Library - Security Expense	920.00	1,400.00	480.00	65.71
Total Security	920.00	1,400.00	480.00	65.71
<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	16,628.80	3,400.00	(13,228.80)	489.08
Total Library Board	16,628.80	19,533.00	2,904.20	85.13
Total OPERATING EXPENSES	351,764.20	438,955.00	87,190.80	80.14
<b>BRANCH EXPENSES</b>				
<b>NEUSTADT BRANCH EXPENSES</b>				
2-5-2000-2008 Lib Utilities Water/Sewer Neustadt	296.07	580.00	283.93	51.05
2-5-2000-2009 Lib Utilities Heat Neustadt	2,271.09	2,000.00	(271.09)	113.55
2-5-2000-2014 Lib Utilities Hydro Neustadt	412.64	800.00	387.36	51.58
2-5-2000-2016 Lib Telephone/Fax Neustadt	206.96	400.00	193.02	51.75



For Period Ending 31-Oct-2022

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
<b>LIBRARY</b>				
2-5-2000-2017 Lib Internet Neustadt	691.52	800.00	108.48	86.44
2-5-2000-2025 Lib Insurance Neustadt	1,823.40	1,600.00	(223.40)	113.96
2-5-2000-2050 Lib Neustadt Lot/Grass Maintenance	583.67	400.00	(183.67)	145.92
2-5-2000-3011 Lib Contract Labour Neustadt	0.00	500.00	500.00	0.00
<b>Total NEUSTADT BRANCH EXPENSES</b>	<b>6,285.37</b>	<b>7,080.00</b>	<b>794.63</b>	<b>88.78</b>
<b>NORMANBY BRANCH EXPENSES</b>				
2-5-3000-2008 Lib Utilities Water/Sewer Normanby	125.08	150.00	24.92	83.39
2-5-3000-2009 Lib Utilities Heat Normanby	1,611.57	1,800.00	188.43	89.53
2-5-3000-2014 Lib Utilities Hydro Normanby	866.09	1,100.00	233.91	78.74
2-5-3000-2016 Lib Telephone/Fax Normanby	206.09	400.00	193.91	51.52
2-5-3000-2017 Lib Internet Normanby	691.52	950.00	258.48	72.79
2-5-3000-2025 Lib Insurance Normanby	1,823.40	1,600.00	(223.40)	113.96
2-5-3000-2050 Lib Nby Lot/Grass Maintenance	203.52	500.00	296.48	40.70
2-5-3000-3011 Lib Contract Labour Normanby	0.00	500.00	500.00	0.00
<b>Total NORMANBY BRANCH EXPENSES</b>	<b>5,527.27</b>	<b>7,000.00</b>	<b>1,472.73</b>	<b>78.96</b>
<b>DURHAM BRANCH EXPENSES</b>				
2-5-4000-2008 Lib Utilities Water/Sewer Durham	320.40	700.00	379.60	45.77
2-5-4000-2009 Lib Utilities Heat Durham	937.02	1,200.00	262.98	78.09
2-5-4000-2014 Lib Utilities Hydro Durham	2,476.38	3,000.00	523.62	82.55
2-5-4000-2016 Lib Telephone/Fax Durham	1,080.82	1,500.00	419.18	72.05
2-5-4000-2017 Lib Connectivity/Internet	3,319.88	5,000.00	1,680.12	66.40
2-5-4000-2025 Lib Insurance Durham	1,823.40	1,600.00	(223.40)	113.96
2-5-4000-2050 Lib Durham Lot/Grass Maintenance	381.60	1,000.00	618.40	38.16
2-5-4000-3011 Lib Durham Contract Wages	5,505.49	5,500.00	(5.49)	100.10
<b>Total DURHAM BRANCH EXPENSES</b>	<b>15,844.99</b>	<b>19,500.00</b>	<b>3,655.01</b>	<b>81.26</b>
<b>Total BRANCH EXPENSES</b>	<b>27,657.63</b>	<b>33,580.00</b>	<b>5,922.37</b>	<b>82.36</b>
<b>Total LIBRARY</b>	<b>(65,984.85)</b>	<b>0.00</b>	<b>65,984.85</b>	<b>0.00</b>



**MUNICIPALITY OF WEST GREY**

**LIBRARY BOARD MEETING**

**Wednesday, Oct. 12<sup>th</sup>, 2022**



A/P VOUCHER 2022  
September - \$6,361.18

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



AP5130

Page : 1

Date : Oct 04, 2022

Time : 10:02 am

Vendor : @HO00001 To ZZZ91192  
 Batch : 251 To 251  
 Department : All

Cheque Print Date : 01-Sep-2022 To 30-Sep-2022  
 Bank : 2 To 2  
 Class : All

Vendor Name	Description	Batch	Inv Date	Inv Due Date	Amount
<b>DEPARTMENT 2000</b>	Library Expense Neustadt				
<b>&amp;19029 S &amp; E LAWN CARE &amp; SNOW REMOVAL LTD</b>					
022-0801 LIBI Library grass cutting: August (D-2/Ayt-3/Neu-3)		251	28-Sep-2022	28-Sep-2022	
-5-2000-2050 Lib Neustadt Lot/Grass Maintenance					61.02
<b>Department Totals :</b>					<b>61.02</b>

<b>DEPARTMENT 3000</b>	Library Expense Normanby				
<b>&amp;19029 S &amp; E LAWN CARE &amp; SNOW REMOVAL LTD</b>					
022-0801 LIBI Library grass cutting: August (D-2/Ayt-3/Neu-3)		251	28-Sep-2022	28-Sep-2022	
-5-3000-2050 Lib Nby Lot/Grass Maintenance					42.36
<b>Department Totals :</b>					<b>42.36</b>

<b>DEPARTMENT 4000</b>	Library Expense Durham				
<b>MA00001 AMAZON.COM.CA INC</b>					
MA212K2ZXW Library: Stainless steel manual noodles press machine		251	12-Sep-2022	12-Sep-2022	
-5-4000-2023 Program Development Durham					25.75
MA220BO4AA Library Sept. 2 book order		251	12-Sep-2022	12-Sep-2022	
-5-4000-2044 Lib Purchase Books Durham					203.07
MA220BWXFA Library - Sept. 1 book order		251	12-Sep-2022	12-Sep-2022	
-5-4000-2044 Lib Purchase Books Durham					81.53
MA221OW0JA DVD order : 'Where the Crawdads Sing'		251	28-Sep-2022	28-Sep-2022	
-5-4000-2045 Lib Collections-DVDs, periodicals,etc					24.85
MA223NPAQA Sept. 13 book order - 'Beyond the Orange Shirt Story'		251	28-Sep-2022	28-Sep-2022	
-5-4000-2044 Lib Purchase Books Durham					20.78
MA22AB7ZAC Post - It - Notes for Libr		251	28-Sep-2022	28-Sep-2022	
-5-4000-2011 Lib Office Supplies Durham					39.51
MA22V8PCCXI Library: 49 pcs mini Christmas trees w/wooden base		251	12-Sep-2022	12-Sep-2022	
-5-4000-2023 Program Development Durham					17.99
MA23O3EGDM Library: 100 pcs mini glass bottles w/corks		251	12-Sep-2022	12-Sep-2022	
-5-4000-2023 Program Development Durham					11.99
MA2COQP5KY Slanted 4x6 sign holders for Libr		251	28-Sep-2022	28-Sep-2022	
-5-4000-2011 Lib Office Supplies Durham					93.54
<b>BAR00004 BARCLAY WHOLESAL</b>					
BAR7664 Toilet tissue, paper towels for Library		251	28-Sep-2022	28-Sep-2022	
-5-4000-2011 Lib Office Supplies Durham					79.10
<b>CUL00001 CULKIN KIMMERLEA</b>					
CUL3EPT. 9/22 Reimburse: Dollarama- spice bags, craft materials (June 9-Sept.8)		251	12-Sep-2022	12-Sep-2022	
-5-4000-2023 Program Development Durham					32.78
<b>EXC05059 EXCEL BUSINESS SYSTEMS</b>					
EXC268183 September copier lease for Durham Library		251	28-Sep-2022	28-Sep-2022	
-5-4000-2022 Lib. Durham Copier Lease					163.85
EXC269079 October copier lease for Durham Library		251	28-Sep-2022	28-Sep-2022	
-5-4000-2022 Lib. Durham Copier Lease					163.85
EXC457819 Library copier read - August (2151)		251	12-Sep-2022	12-Sep-2022	
-5-4000-2011 Lib Office Supplies Durham					120.29
<b>GRE00034 GREY COUNTY MASTER GARDENERS</b>					
GRE251 28 Sep 2022 28 Sep 2022					

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



AP5130 Page : 2  
 Date : Oct 04, 2022 Time : 10:02 am

Vendor : @H000001 To ZZZ91192  
 Batch : 251 To 251  
 Department : All

Cheque Print Date : 01-Sep-2022 To 30-Sep-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				
<b>DEPARTMENT 4000</b>	<b>Library Expense Durham</b>				
-5-4000-2023	Program Development Durham				50.00
<b>OL08022 HOLST OFFICE PRO.</b>					
5866	Library: pens, clips, laminate, self stick lettering	251	12-Sep-2022	12-Sep-2022	
-5-4000-2011	Lib Office Supplies Durham				52.82
<b>AN00001 KANOPY INC</b>					
11841-PPU	August - Price per Play Credits (43 / 6)	251	12-Sep-2022	12-Sep-2022	
-5-4000-2026	Library E-Resources (Overdrive/e-books)				110.00
<b>IB00002 LIBRARY SERVICES CENTRE</b>					
27746	Aug. 12 book order / proc charge	251	12-Sep-2022	12-Sep-2022	
-5-4000-2043	Lib. Durham Book Processing Fees				27.12
-5-4000-2044	Lib Purchase Books Durham				122.41
28061	Aug. 19 book order / proc charge	251	12-Sep-2022	12-Sep-2022	
-5-4000-2044	Lib Purchase Books Durham				72.65
-5-4000-2043	Lib. Durham Book Processing Fees				13.56
28909	Sept. 9 book order / proc charges	251	28-Sep-2022	28-Sep-2022	
-5-4000-2043	Lib. Durham Book Processing Fees				35.25
-5-4000-2044	Lib Purchase Books Durham				171.50
29276	Sept. 16 book order / proc charges	251	28-Sep-2022	28-Sep-2022	
-5-4000-2044	Lib Purchase Books Durham				336.78
-5-4000-2043	Lib. Durham Book Processing Fees				21.70
28324	Aug. 26 book order / proc charge	251	12-Sep-2022	12-Sep-2022	
-5-4000-2044	Lib Purchase Books Durham				60.92
-5-4000-2043	Lib. Durham Book Processing Fees				10.56
<b>IID00008 CVS MIDWEST TAPE CANADA</b>					
02568803	DVD : All Creatures Great & Small Season 1	251	12-Sep-2022	12-Sep-2022	
-5-4000-2045	Lib Collections-DVDs, periodicals,etc				55.08
<b>DET03180 PETTY CASH - TREASURER</b>					
DEPT 2022 A	Library: batteries, envelopes, postage (July 25-Aug. 12)	251	12-Sep-2022	12-Sep-2022	
-5-4000-2011	Lib Office Supplies Durham				9.10
-5-4000-2011	Lib Office Supplies Durham				3.39
-5-4000-2011	Lib Office Supplies Durham				1.21
DEPT 2022 B	Library: dish soap, glue sticks, cake mix, cookies, etc	251	12-Sep-2022	12-Sep-2022	
-5-4000-2023	Program Development Durham				5.64
-5-4000-2023	Program Development Durham				7.90
-5-4000-2023	Program Development Durham				42.26
DEPT 2022 C	Library: flowers from NW Co-Op for Durham branch	251	12-Sep-2022	12-Sep-2022	
-5-4000-2015	Lib Bldg Maintenance Durham				24.25
DEPT 2022 D	Library: window cleaning @ Durham branch Aug. 3	251	12-Sep-2022	12-Sep-2022	
-5-4000-3011	Lib Durham Contract Wages				40.00
<b>RI00001 STORZ KIM</b>					
AUGUST 2022	August mileage - 59 kms	251	28-Sep-2022	28-Sep-2022	
-5-4000-2021	Courier Mileage/Compensation				32.16
SEPT. 2022 M	Sept. mileage - 46 kms	251	28-Sep-2022	28-Sep-2022	
-5-4000-2021	Courier Mileage/Compensation				25.07
<b>ROB00006 ECKHARDT KAYLA</b>					
SEPT. 20/22	Sept. 20 Food Basics: mini halloween chocolate bars	251	28-Sep-2022	28-Sep-2022	
-5-4000-2023	Program Development Durham				57.60



**MUNICIPALITY OF WEST GREY**  
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AP5130 Page : 3  
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Vendor : @H000001 To ZZZ91192  
 Batch : 251 To 251  
 Department : All

Cheque Print Date : 01-Sep-2022 To 30-Sep-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				
<b>DEPARTMENT 4000</b>	<b>Library Expense Durham</b>				
-5-4000-2023	Program Development Durham				39.55
EPT. 9/22 B	Reimburse: Sobeys Sept. 1 - red jr. GG bags	251	12-Sep-2022	12-Sep-2022	
-5-4000-2023	Program Development Durham				8.72
<b>&amp;19029</b>	<b>S &amp; E LAWN CARE &amp; SNOW REMOVAL LTD</b>				
022-0781	August - cleaning services @ Durham Library (5)	251	28-Sep-2022	28-Sep-2022	
-5-4000-3011	Lib Durham Contract Wages				649.75
022-0801 LIBI	Library grass cutting: August (D-2/Ayt-3/Neu-3)	251	28-Sep-2022	28-Sep-2022	
-5-4000-2050	Lib Durham Lot/Grass Maintenance				56.50
<b>CO00001</b>	<b>SCOTT KATHLEEN</b>				
EPT. 9/22	Reimburse: Cdn Tire Aug. 24 - 17L clear storage containers	251	12-Sep-2022	12-Sep-2022	
-5-4000-2011	Lib Office Supplies Durham				74.51
<b>WA00003</b>	<b>SWAN DUST CONTROL LTD</b>				
138193	Durham Library mat rental - Aug. 31	251	12-Sep-2022	12-Sep-2022	
-5-4000-2015	Lib Bldg Maintenance Durham				21.47
148273	Sept. 14 mat rental @ Durham Library	251	28-Sep-2022	28-Sep-2022	
-5-4000-2015	Lib Bldg Maintenance Durham				21.47
<b>EC00001</b>	<b>TECH 360</b>				
022-199	Library : Malware + Adware Scans	251	12-Sep-2022	12-Sep-2022	
-5-4000-2028	Library - IT support				186.45
<b>WH00003</b>	<b>WHITEHOTS INC</b>				
457210	Aug. 19 book order	251	12-Sep-2022	12-Sep-2022	
-5-4000-2044	Lib Purchase Books Durham				278.55
457212	Aug. 19 book order	251	12-Sep-2022	12-Sep-2022	
-5-4000-2044	Lib Purchase Books Durham				35.36
458040	Aug. 25 book order	251	12-Sep-2022	12-Sep-2022	
-5-4000-2044	Lib Purchase Books Durham				222.41
458042	Aug. 25 book order	251	12-Sep-2022	12-Sep-2022	
-5-4000-2043	Lib. Durham Book Processing Fees				17.63
458999	Sept. 1 book order	251	12-Sep-2022	12-Sep-2022	
-5-4000-2044	Lib Purchase Books Durham				132.75
459000	Sept. 1 book order	251	12-Sep-2022	12-Sep-2022	
-5-4000-2044	Lib Purchase Books Durham				19.53
459522	Sept 7 book order	251	28-Sep-2022	28-Sep-2022	
-5-4000-2044	Lib Purchase Books Durham				56.63
459523	Sept. 7 book order	251	28-Sep-2022	28-Sep-2022	
-5-4000-2044	Lib Purchase Books Durham				165.95
459903	Sept 9 book order	251	28-Sep-2022	28-Sep-2022	
-5-4000-2044	Lib Purchase Books Durham				78.09
459904	Sept. 9 book order	251	28-Sep-2022	28-Sep-2022	
-5-4000-2044	Lib Purchase Books Durham				59.85
460829	Sept. 16 book order	251	28-Sep-2022	28-Sep-2022	
-5-4000-2044	Lib Purchase Books Durham				35.30
460831	Sept. 16 book order	251	28-Sep-2022	28-Sep-2022	
-5-4000-2044	Lib Purchase Books Durham				41.46
460832	Sept. 16 book order	251	28-Sep-2022	28-Sep-2022	
-5-4000-2044	Lib Purchase Books Durham				115.83

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



AP5130 Page : 4  
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Vendor : @HO00001 To ZZZ91192  
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 Department : All

Cheque Print Date : 01-Sep-2022 To 30-Sep-2022  
 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				
<b>Department Totals :</b>					<b>4,785.57</b>

**Computer Paid Total : 4,888.95**

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



AP5130 Page : 4  
 Date : Oct 04, 2022 Time : 10:02am

Vendor : @HO00001 To ZZZ91192  
 Batch : 251 To 251  
 Department : All

EFT Paid Date : 01-Sep-2022 To 30-Sep-2022  
 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 2000	Library Expense Neustadt				
VES08001	WESTARIO POWER				
104925258	Neustadt Library hydro - July	251	27-Sep-2022	27-Sep-2022	78.91
-5-2000-2014	Lib Utilities Hydro Neustadt				
<b>Department Totals :</b>					<b>78.91</b>

DEPARTMENT 3000 Library Expense Normanby

Vendor Code	Vendor Name	Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description				
G.L. Account	CC1	CC2	CC3	GL Account Name	
AS00001	EASTLINK				
8752528	Ayton Library phone/internet/ security to Sept. 11	251	27-Sep-2022	27-Sep-2022	95.99
-5-3000-2017	Lib Internet Normanby				
-5-3000-2016	Lib Telephone/Fax Normanby				28.98
YD15021	HYDRO ONE NETWORKS INC.				
10 ALF SEPT.2	Hydro to Aug. 24 @ 610 Alfred St Ayton - Library portion	251	26-Sep-2022	26-Sep-2022	137.18
-5-3000-2014	Lib Utilities Hydro Normanby				
<b>Department Totals :</b>					<b>262.15</b>

DEPARTMENT 4000 Library Expense Durham

Vendor Code	Vendor Name	Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description				
G.L. Account	CC1	CC2	CC3	GL Account Name	
IB03019	CIBC CREDIT CARD SERVICES				
065 AUG. 24/2 August :	Apple i-Cloud storage plan	251	08-Sep-2022	08-Sep-2022	1.46
-5-4000-2036	Library Software - database,website,etc				
065 AUG. 24/2 Aug. 4 -	'Hello' magazine subscription renewal	251	08-Sep-2022	08-Sep-2022	137.15
-5-4000-2045	Lib Collections-DVDs, periodicals,etc				
065 AUG. 24/2 Aug. 18:	Homeless Training reg'ns (\$359.00 US)	251	08-Sep-2022	08-Sep-2022	476.16
-5-4000-2077	Lib Durham Conference/Training				
065 AUG. 24/2 Aug. 18:	Eckhardt's Floral Treasures arrangement	251	08-Sep-2022	08-Sep-2022	76.84
-5-4000-2012	Volunteer Recognition Durham				
065 AUG. 24/2 Aug. 19:	Canada Post interlibrary delivery service	251	08-Sep-2022	08-Sep-2022	2.60
-5-4000-2019	Lib ILLO Expense				
EAS00001	EASTLINK				
8752528	Ayton Library phone/internet/ security to Sept. 11	251	27-Sep-2022	27-Sep-2022	25.88
-5-4000-2051	Library - Security Expense				

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



AP5130 Page : 5  
 Date : Oct 04, 2022 Time : 10:02am

Vendor : @HO00001 To ZZZ91192  
 Batch : 251 To 251  
 Department : All

EFT Paid Date : 01-Sep-2022 To 30-Sep-2022  
 Bank : 2 To 2  
 Class : All

Vendor Code	Vendor Name	Invoice No.	Description	Batch	Inv Date	Inv Due Date	Amount
GL Account	CC1	CC2	CC3	GL Account Name			
<b>DEPARTMENT 4000</b>							
	Library Expense Durham						
-5-4000-2051				Library - Security Expense			67.52
-5-4000-2017				Lib Connectivity/Internet			157.01
-5-4000-2016				Lib Telephone/Fax Durham			148.88
<b>NI21001 ENBRIDGE GAS (UNION GAS)</b>							
53 GARAF SEI Durham Library heat to Sept. 16					251	26-Sep-2022	26-Sep-2022
-5-4000-2009				Lib Utilities Heat Durham			37.67
<b>Department Totals :</b>							<b>1,131.17</b>

**EFT Paid Total : 1,472.23**

Total Unpaid for Approval : 0.00  
 Total Manually Paid for Approval : 0.00  
 Total Computer Paid for Approval : 4,888.95  
 Total EFT Paid for Approval : 1,472.23  
 Grand Total ITEMS for Approval : 6,361.18

September 21, 2022

## **Board recruitment:**

I've had another conversation with Laura, CAO, regarding the process for Board recruitment.

The applications must come to the municipality to the Clerk's or CAO's attention. The Municipality will also do the advertising and manage the appointments, which go to Council in closed session. Council appoints, and then passes the appointment bylaw. Appointments must happen at the first regular meeting of Council but if Council fails to make the appointments at its first meeting, it shall do so at any regular or special meeting held within 60 days after its first meeting.

Returning members will reapply, but they can indicate that they would like to return for continuity, but it is still up to Council if they get re-appointed or not.

## **Service Review follow up:**

WGPL is ready to refresh their strategic plan with a new Board in early 2023. Here are three steps Stephen has suggested to help get the Board's strategic execution on a good footing.

### **Step 1.**

#### **Advocacy Planning and Execution**

WGPL needs to develop a five-year plan that is sustainable, affordable, and exciting to influence the overall funding opinion leader (municipal, County, and influencers) of the library, as well as specific goals around staffing complement, technology additions, programming additions, and furniture/fixtures/equipment (FFE), etc. The goal is that the workshop's output consists of a targeted list of people and organizations to influence and gain the support of, as well as a list of needed proofs, supporting documents, and powerful stories.

### **Next Step 2:**

#### **Fundraising Workshop**

WGPL needs to prove to its funders that it is exhausting all other revenue sources. An actionable plan that covers grants, PLOG, donors (small \$), patrons (Big \$), and covers governments at all levels, specialized programs (AODA, paid internships, Green, tech, or employment, etc.). This activity can also be combined with a partnership and alliances strategy for when going together is the best option. The methods taught

September 21, 2022

here can also be applied to your facilities planning activities when that plan is ready and adopted.

Next Step 3:

### **Facilities Plan**

This is likely not doable until late in the term of the 2023-2027 Board. When WGPL is successful at gaining traction on proper funding to standards and open hours/staffing/technology as well as engaging in educational and influential conversations with their funders, they will be ready to start targeting expanded or new buildings and renovations. The big picture is that this would require a professional plan.

### **Buildings:**

An air vent has been added to the office in Durham. A few parts were replaced on the furnace in Durham.

### **Programming:**

It has been a very busy summer, with a wide range of dynamic program offerings as we continue to adjust to changing social conditions in the wake of the pandemic.

Passive programs, such as take & make crafts, have proven to be popular and durable, so they are continuing and expanding through the fall. Virtual programs had a most uneven response, with some having to be rescheduled or cancelled entirely, even those offered by our most popular presenters or groups. On the plus side, for the first time, the virtual programs attracted school classes from two independent schools.

We are adding programs in clusters (as in the West Grey Library Harvest series), so that if a patron gravitates to one program, they can find others with related topics. Our involvement in Homecoming took the form of a self-guided tour, which proved very popular.

We are developing a social series aimed at seniors, with sessions at each branch, ranging from tech literacy to chair yoga.

We are working with national movements (Welcoming Week, Culture Days) and expanded our participation in community-oriented activities (herb, craft & fall fairs).

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September 21, 2022

We have stepped up program promotion to include flyers in all kits going out, and our feedback form has been revamped and will also include a prompt to get/renew their library cards.

Looking ahead, we will be offering a trivia night in November and a visit by two Ontario authors in early March.

The TD Reading Club winds up and Library staff were ecstatic at the results – West Grey kids read more than 2000 books, which was double our reading goal! We had 175 children sign up for the Reading Club, which is Canada's biggest, bilingual summer reading program for kids of all ages, all interests, and all abilities. and over 680 participants in all the related programs and activities that accompanied it.

The virtual garden show is now complete, and you can watch it on the following link.

<https://www.youtube.com/watch?v=JddMdMslYno&t=207s>

### **Staff:**

We have hired a part time page through LEADS employment services. Chris will be with us for the next 12 weeks and we will have the possibility of extending the contract, with the hope of keeping him on permanently.

### **Partnerships:**

Libraries in Grey and Bruce have partnered with YMCA of Owen Sound Grey Bruce to apply for the DLEP (Digital Literacy Exchange Program) grant. The applying organization had to be incorporated and with a CRA business number of its own. This can be a roadblock for some libraries, therefore the Y was able to take the lead on the application. All libraries submitted information to help complete the application. The funding is from Dec 2022 to Mar 2025. The hope for the grant will be to create regular digital help services that reach further and meet more needs over time in our communities.

### **Friends of the Library:**

Book sale will take place Friday October 21 and Saturday October 22 at the Town Hall.

The West Grey Public Library is pleased to announce a new public computer management system. All three branches will now be using Cybrarian software on the public computers. Cybrarian offers the following:

- A one-time log in code
- Time management (30 minutes with the option of adding more if needed)
- Print management
- WiFi printing
- Computer resetting

This allows WGPL staff to serve patrons better. Having the multiple features in one product streamlines service. Cybrarian software takes up little computer space and therefore, the front desk computer will be used for other things at the same time. This was not the case for our previous software Envisionware, which required an entire computer to be dedicated only to its use. Further, these services are being expanded to Neustadt and Ayton, which did not have log in or time management on the public computers. Cybrarian also offers tech help as a part of their plan.

Because of a free thirty-day trial, the staff has been trained successfully on using Cybrarian. During this time we were able to assess how easy it is for staff and the user experience for the patrons as well.

The cost for all these Cybrarian features is \$967.70 for a calendar year.

This replaces both Envisionware \$895 and Princh which cost \$300 a year to use.



**Durham Branch - Main Branch**, 453 Garafraxa St. N., Box 706, Durham, ON N0G 1R0

Phone: (519) 369-2107, Fax: (519) 369-9966

**Ayton Branch** - 610 Alfred St., Ayton, ON N0G 1C0 Phone: 519-665-2342

**Neustadt Branch** - 511 Mill St., Neustadt, ON N0G 2M0 Phone: 519-799-5830

Email: [info@westgreylibrary.com](mailto:info@westgreylibrary.com), Website: [www.westgreylibrary.com](http://www.westgreylibrary.com)

September 9, 2022

We would like to ask Council to recognize October 16 – 22, 2022 as Ontario Library Week.

"October is Canadian Library Month! During this month, libraries and library partners across Canada raise awareness of the valuable role libraries play in Canadians' lives of people in Canada."

"One card, one million possibilities"

Thank you for supporting West Grey Public Library.

Sincerely,

A handwritten signature in black ink that reads "K Storz".

Kim Storz  
CEO/Chief Librarian



*Board Meeting tasks and actions*

BOARD MEETING	TASK/ACTION	WHO	NOTES/ACTIONS	DATE	COMPLETED
	Personal Day Policy	CEO	Jan 2022 - Information sent to Policy Committee  April - CEO to prepare policy and provide to Policy Committee  <b>Sept - Board to review</b>	Sept 2022	
	MoU - to CAO	CEO	Jan 2022 - Council Reps requested CAO to work with us  July - Follow up with CAO  <b>DEFERRED TO NEW COUNCIL</b>	<b>DEFERRED</b>	<b>DEFERRED</b>
<b>SEPT 8, 2021</b>					
	Succession planning - incl job desc.	Board	Mar - Document given to Board  June - CEO to resend document to Board  July - to be discussed  <b>Add consultant's goals here for Sept</b>	Sept 2022	

*Board Meeting tasks and actions*

	Discuss with CAO & Clerk upcoming selection of Board	CEO	May – CEO discussed with Clerk  July – CEO to follow up with Clerk  <b>Aug – Followed up with CAO, Board will advertise and use board application</b>	Aug 2022	
	Modernize the Library?	Board, CEO	???	Date?	
	Board annual work plan	Board, CEO	<b>July – Send suggestions to Kim, to be reviewed in Sept</b>	Sept 2022	
<b>Feb 9, 2022</b>					
	Circulation policy amended to include fine free	CEO	<b>Bring to Sept meeting</b>	Sept 2022	
<b>Mar 9, 2022</b>					
	Add Library items stored in Municipality to MoU	CEO		Mar 2022	<b>Done</b>
	Board evaluation	Board	<b>July – suggestions to Kim, complete and bring to Sept meeting</b>	Sept 2022	

*Board Meeting tasks and actions*

May 11, 2022					
	Board Legacy document	Board	July - add consultant's goals	Sept 2022	
	Right to Disconnect policy	CEO	Get policy from Municipality for Board to adopt	Sept 2022	
June 8, 2022					
	Board application	CEO	July - Kim to bring in adjustments from Legacy document, review in Sept	Sept 2022	
July 13, 2022					
	Board Brochure	CEO	July - Correct and bring back in Sept	Sept 2022	
	Board job description	CEO & Board	July - send Kim suggestions, to be discussed in Sept.	Sept 2022	

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	43	747	181
May	0	0	0	14	332	29	53	820	75
Jun	0	152	0	15	379	28	33	893	94
Jul	11	194	19	10	392	55	60	1149	114
Aug	12	153	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	297	5544	601

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	179	2313	444
Jun	40	896	38	76	1608	252	130	2579	389
Jul	142	1032	213	124	1493	322	208	3820	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	1087	18121	2656

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	3	39	0
May	Closed	Closed	Closed	Curbside	Curbside	Curbside	4	32	0
Jun	Closed	Closed	Closed	Curbside	Curbside	Curbside	6	32	2
Jul	Closed	Closed	Closed	Curbside	Curbside	Curbside	4	34	3
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	27	238	6

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	0	50	0
May	0	0	0	0	61	0	1	65	0
Jun	0	0	0	0	38	0	3	83	2
Jul	0	0	0	0	32	0	0	86	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	5	466	3

New Patrons									
	Ayton 2020	Durham 2020	Neustadt 2020	Ayton 2021	Durham 2021	Neustadt 2021	Ayton 2022	Durham 2022	Neustadt 2022
Jan	3	26	3	1	8	1	0	8	2
Feb	1	22	2	1	7	1	0	16	2
Mar	1	13	0	2	14	0	1	29	2
Apr	0	4	1	0	2	0	0	18	0
May	0	4	0	0	6	0	0	20	3
Jun	1	4	0	0	6	1	0	30	3
Jul	0	5	0	0	22	2	0	36	3
Aug	0	5	0	1	0	1			
Sep	0	10	1	2	15	1			
Oct	1	12	0	4	29	1			
Nov	0	11	0	3	18	6			
Dec	0	15	0	4	15	0			
	7	131	7	18	142	14	1	157	15

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	n/a	n/a	73	4	391	57	930	25
Mar	220	367	73	0	391	71	1054	25
Apr	170	265	79	0	840	98	984	43
May	214	263	80	0	727	92	969	43
Jun	195	180	70	0	355	55	988	43
Jul	205	307	52	0	453	64	1101	53
Aug	236	328						
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	0	0	0	0	0	4	9	2	0	7	7	1
May	0	0	0	0	0	4	9	2	0	4	7	1
Jun	0	7	6	0	0	4	9	2	0	6	8	2
Jul	0	8	6	0	0	3	9	1	0	6	8	1
Aug	0	8	6	2	0	3	9	2	0	6	6	2
Sep	0	5	6	3	0	4	9	2				
Oct	0	5	6	2	0	4	9	0				
Nov	0	4	9	3	0	6	8	2				
Dec	0	4	9	2	0	4	9	0				
	4	70	65	19	0	47	108	19	0	41	60	12

## 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	697	
May	807	401	583	706	
Jun	811	429	601	724	
Jul	817	430	609	733	
Aug	824	447	612	741	
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	543	
May	265	364	498	548	
Jun	268	377	517	558	
Jul	274	386	526	562	
Aug	282	396	527	563	
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	1922	
Feb	5490	1332	1748	1511	
Mar	5835	1177	1536	1712	
Apr	5862	1542	0	1413	
May	5361	1271	0	1399	
Jun	1196	1505	0	2040	
Jul	1390	1409	0	1617	
Aug	2551	1403	0	1820	
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	564	
Feb	2145	642	923	385	
Mar	2254	610	838	520	
Apr	2151	833	0	454	
May	2026	633	0	430	
Jun	595	705	0	419	
Jul	634	754	0	438	
Aug	1165	720	0	416	
Sep	540	717	404		
Oct	610	696	482		
Nov	587	635	424		
Dec	587	714	395		

Switched to  
new website  
2021



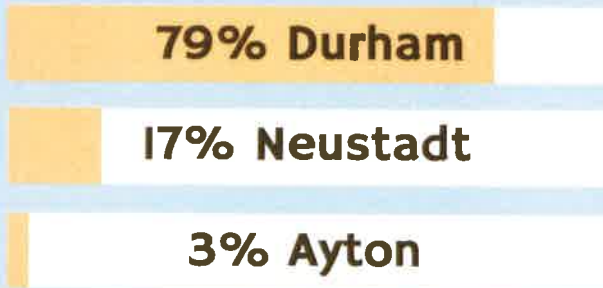
# WEST GREY PUBLIC LIBRARY Child & Youth Board Report

APRIL - JUNE | 2022



## 4 086

total child/youth checkouts



### Programs Offered:

-  Touch-A-Truck
-  Knights in the Classroom
-  Library Scavenger Hunts
-  Grab & Go Craft Kits
-  LEGO Clubs
-  Storytimes in the Park
-  Bedtime Storytime
-  Little Green Thumbs

## 27

 programs offered

AYTON

## 24

 children

DURHAM

## 665

 children +  

## 377

 caregivers

NEUSTADT

## 37

 children

### Did you know?

Our most popular book types are picture books, followed by chapter books and early readers.

## West Grey Public Library

### Legacy Document for Incoming Board 2023

**Welcome to your new position as West Grey Library Board Member serving your community!**

*This document should be used as a reference along with OLA's "Cut to the Chase".*

**You act as a TEAM!**

**The Board speaks as one collective voice with a unified opinion in the public sphere, and especially through the chair. Make use of all your skills and collective wisdom.**

### **Recommendations**

In summary: Against all ranked measurements, WGPL ranks 17 of 19 peers. Historically, when compared to peers, WGPL has ranked 19<sup>th</sup> (last) for expenditures per capita. All other small, rural, and geographic peers' budgets/funding are supported better by their municipalities.

***An important note:** This consultant identified no substantive issues with the library leadership (Board and CEO), training, and staff culture. These are operating very well within the confines of the budget provided. These issues and recommendations identified in this report are primarily the result of underfunding which has resulted in a lack of needed space, staff, and open hours to serve the community as expected by the midpoint of provincial standards and resident expectations.*

### **For Library Board in partnership with the CEO**

- 1. Build a plan to gradually increase the financial resources.**
  - a. West Grey Public Library ranks, overall, very low compared to peers 16-18/19) over the peer report's years.
  - b. This, in our opinion, is not related to staff talents, training & development, leadership, or print collections.
  - c. It is related to the overall inadequate budget/financial resources, open hours, space for programs, and number of and variety of staff.
  - d. A new advocacy position is required for the 2023 budget cycle and beyond. This issue is so critical and planning for an annual funding amount is inadequate and previous cuts have negatively impacted the operations and value of the library. Advocacy planning needs to emphasize Impact, stories, and data proofs.
  - e. Build a strategic 5-year financial plan paired with advocacy efforts and negotiated compromises and flexibility.



## West Grey Public Library

### Legacy Document for Incoming Board 2023

- f. WGPL ranks very poorly on the staff to population ratio to its peers. (15/19 improved from 19/19). Develop a five-year plan to increase staff (aligned with open hours) with specific emphasis on staff skills in the programs planning and execution domain.

#### 2. Build a plan to gradually increase the open hours for all branches

Durham Branch	3,200 sq ft	36 hours (prior to COVID 38 hours)
Ayton Branch	1,000 sq ft	8 hours (prior to COVID 12 hours)
Neustadt Branch	1,000 sq ft	8 hours (prior to COVID 12 hours)

- a. This is a critical issue. With a municipal population of 13,131, provincial library standards dictate that there should be about 1.0 square feet per capita in the municipality. The current square footage across the three branches now comprises 5,200 sq ft of space. The space deficit to public library standards 7,931 sq ft. (This is after the closing of the small Elmwood branch). This shortage, combined with a very high shortage of open hours represents a severe community deficit for WGPL to operate effectively to meet the demands of the community.
- b. Position this as a long-term pandemic recovery strategy to build social cohesion and impact loneliness, isolation, bad behaviours, and poverty in positive ways.
- c. While WGPL ranked well to its peers in the past (prior to 2019) based on its 3(4) branches, new data collected by then province now allows us to calculate space (Square footage per capita) and WGPL now ranks in the bottom quartile. This has been hidden by the small and lightly open branch infrastructure. It can only be made worse with fewer branches. That said, the open hours rank WGPL at the bottom based on open hours per capita and there are issues with post-Covid awareness of the small number of open hours as well as the high under-use of these community assets based on walk-in traffic and cardholder numbers. This is NOT caused by poor staff quality or customer service, but by the lack of numbers and consistency in expected open times.
- d. We recommend that resources be provided to immediately open the Durham branch 5 days per week and the Neustadt and Ayton Branches to 3 days per week. While this will not bring WGPL in line with its peers, it will go a long way to optimizing the use of these community assets including setting resident expectations of when they can expect the WGPL to be open at convenient times.
- e. While the population per service point against peers shows well, the population per square foot and per capita staff numbers are dangerously low to deliver on expectations. Annual visits to the library are low when ranked against peers. This is a function of the hours of operation and increased when programs were increased in

## West Grey Public Library

### Legacy Document for Incoming Board 2023

12018/19 – pre-pandemic and has fallen as the Pandemic progressed and fears linger. A recovery plan is called for.

- f. Standards indicate that the following target open hours is needed:

Location	Current size	Current Hours	Target Hours
Durham Branch	3,200 sq. ft.	36 hours (Formerly 38)	45-60 hours
Ayton Branch	1,000 sq. ft.	8 hours (Formerly 12)	25 hours
Neustadt Branch	1,000 sq. ft.	8 hours (formerly 12)	25 hours

**3. Eventually expand hours and locations even more since the biggest barriers to generating a social and economic return on investment are distance, hours, and locations.**

- a. Aggressively promote a return to normal and expanded open hours
- b. Assertively develop a plan and influence strategy to increase open hours, staffing, and the value proposition.
- c. Assertively add indoor and outdoor programs to meet community needs for learning and social interaction. Ultimately expand indoor and outdoor spaces for programs.

**4. Build a long-term (20 year) Facilities Plan to increase the indoor and outdoor spaces for programming**

- a. With a municipal population of 13,131, provincial library standards dictate that there should be 0.7 (old) to 1.0 square feet per capita in the municipality.
- b. Current square footage across the three branches is:
  - i. Durham: 3,200 sq ft
  - ii. Neustadt: 1,000 sq ft
  - iii. Ayton: 1,000 sq ft
  - iv. Total current square footage: 5,200
  - v. Total square footage at 0.7 sq ft per capita: 9,191.7
  - vi. Total square footage at 1.0 sq ft per capita: 13,131
- c. West Grey Public Library now comprises 5,200 sq ft of space across 3 facilities. The space deficit to public library standards is between 3,991.7 and 7,931 sq ft. (This is after the closing of the small Elmwood branch).
- d. This shortage, combined with a shortage of open hours represents a severe community deficit for WGPL to operate effectively to meet the expectations and demands of the community.
- e. Remain open-minded about every current branch location:

## West Grey Public Library

### Legacy Document for Incoming Board 2023

1. Consider relocating Durham to the new population centre of town as well as linking services to the Seniors facilities being built.
  2. Do a complete building technical audit of Neustadt with the aim of being able to use the second floor for programming and the basement for system-wide storage.
  3. Ally with the Police service review and move the Police office out of Ayton to recover a program room.
- 5. Build a five-year list of priorities with the CEO to execute in phases**
- a. Work with a facilitator to build a plan that is doable with the request for expanded resources, funding, and staffing.
  - b. Build a technology strategy to implement over 5 years to expand the number of technologies (computers), peripherals, maker, and innovation equipment,
  - c. Build a phased marketing plan.
  - d. Build a phased Advocacy plan for the Board targeting sponsors, Council, Province, and County.
- 6. Build a plan to promote the collection**
- a. The collection size rank well (mid-point) to peers.
  - b. On the other hand, and related, is that circulation per capita is low. This is generated by low open hours, low cardholder membership rates, and a lack of merchandising for browsing. Expansions of these activities with new strategies and achieving targeted goals will work well to make a difference and have an impact on the success of the library in the community.
- 7. Build a stakeholder (municipality and partners) communication plan to encompass post-covid recovery and community goals alignment**
- a. Building goodwill with key parties is essential to success. The goals include funding but are not limited to that. You must build support with those will support you – funders and influencers. To achieve this, your potential supporters must be informed by data, stories, and focus on impact and the well-being of WG.
  - b. Build a 5-year Advocacy and Influence Strategy for the Board as well as Staff. Execute the strategy over time at the appropriate events.
- 8. Increase the Board's relationship with the West Grey Council after the election**
- a. The education, care, and feeding of your major funder is critical to your success. While political action is not recommended, we do recommend that WGPL Board and CEO plan

## West Grey Public Library

### Legacy Document for Incoming Board 2023

and engage on educating the Council(s) about the role, impact, and needs of your library system.

- b. Any new “ask” must have tilled the ground first when planting the seed, then built gradually to assure that you have the support in the competition for tight municipal funding.

#### **9. Participate in the building of partnerships, alliances, and sponsorships**

- a. Identify the highest priority partners and sponsors.
- b. Set monthly goals based on the most important target audiences and alliances.
- c. Consider a written agreement or MOU.

#### **10. Build and execute a fundraising Strategy**

- a. Identify the specifics of engaging and exciting developments for the library that are new, innovative, and compelling.
- b. Train staff, CEO, and Board members in the strategies and techniques of fundraising. LHC can quote on this training.
- c. Understand that this is a long term campaign and encompasses grants, personal donations, and corporate/institutional partnerships that are longer term (3-5 year commitments).

**Development Charge Reserve Funds Statement**  
**MUNICIPALITY OF WEST GREY**  
**for the year ending December 31, 2021**

Reserve Fund Service	General Government	Fire	Public Works	Recreation & Parks	Library	Total
January 1, 2021 Opening Balance	\$ 267,016.37	\$ 107,617.84	\$ 379,030.33	\$ 134,282.46	\$ 84,526.46	\$ 972,473.46
Development Charges collections	\$ 30,432.73	\$ 29,503.50	\$ 191,109.23	\$ 64,045.80	\$ 16,408.74	\$ 331,500.00
Interest allocated	\$ 2,309.39	\$ 1,295.89	\$ 4,213.35	\$ 1,537.31	\$ 1,100.70	\$ 10,456.64
Repayment of Monies Borrowed from Fund and Associated Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 32,742.12	\$ 30,799.39	\$ 195,322.58	\$ 65,583.11	\$ 17,509.44	\$ 341,956.64
Amount Transferred to Capital (or Other) Fund (see attached schedule)	\$ -	\$ -	\$ 206,879.95	\$ -	\$ 6,000.00	\$ 212,879.95
Amounts Refunded	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Amounts Loaned to other DC Service Category	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Credits (see attached schedule)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Monies Borrowed from Fund for other Municipal Purposes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ 206,879.95	\$ -	\$ 6,000.00	\$ 212,879.95
December 31, 2021 Closing Balance	\$ 299,758.49	\$ 138,417.23	\$ 367,472.96	\$ 199,865.57	\$ 96,035.90	\$ 1,101,550.15

LIBRARY RESERVE HISTORY SUMMARY

	Year	General	Children's Program	Provincial	Lifelong Learn	Durham Br. Expansion	OLCF/ILDS CFGB Eva LeFlar	Cap/Gates	TOTALS
Opening Balance	2005	31,846.89						4,058.33	
Balance Lifelong Learning Grant	2006				26,139.20				
Elmwood - drainage grates	2006	(290.29)							
Neustadt - oil furnace tank, repair outside wall	2006	(3,320.27)							
Tsfr 2006 budget deficit from reserve per budget	2007	(7,985.00)							
Tsfr LL to match actual 2007 Prog. Develop.	2007				(3,160.54)				
Durham - Restoration Work (H.Jaekel)	2007	(1,946.79)							
Unused Provincial Grant	2007			36,000.00					
Tsfr 2007 Surplus to Reserve	2007	965.11							
Tsfr LL to match actual 2008 Prog. Develop.	2008				(11,500.92)				
Tsfr for 2008 automation expenses	2008			(812.75)					
Durham - Sau.Lib.Consort (3000) Survey (1200)	2008	(4,200.00)							
KOHA computer system	2009			(10,247.84)					
Elmwood - entry renovation	2009	(6,007.22)							
Tsfr 2009 Surplus to Reserve	2009	13,699.77							
HP Computer/monitor/software	2009							(2,104.92)	
from General towards operating per budget	2010	(4,000.00)							
Neustadt accessible washroom	2010	(9,666.06)							
from General towards operating per budget as required	2011	(443.89)							
YTD LL expense in 2011	2011				(2,444.17)				
Children's Program Reserves	2011		291.81						
Children's Program Reserves	2012		1,026.98						
Durham Legion donation to Dur.Branch expansion	2012					250.00			
Lifelong Learning - world atlas/encyclopedia	2012				(206.53)				
from Provincial reserve for operating budget	2012			(7,087.22)					
from General reserve for KOHA support per budget	2012	(3,655.56)							
Durham BIA/WG Chamber of Commerce reno. Donation	2013					400.00			
Children's Program 2013 surplus to reserve	2013		266.65						
Tsfr 2013 Year End Surplus to reserve	2013	11,541.74							
Tsfr from LLL for computers, server, laptops per budget	2014				(7,860.84)				
Durham Library Building donation tsfr to reserve	2014					231.53			
CFGB - E.LeFlar donation \$1,368 per branch tsfr to reserve	2014						5,472.00		
Tsfr from CAP/Gates reserve for computers per budget	2014							(1,953.41)	
Tsfr 2014 Year End Deficit from reserve per budget	2014	(5,627.72)	(477.78)						
Return CFGB - Eva LeFlar donation for Elmwood - closed bra	2015						(1,368.00)		
Tsfr CFGB - Eva LeFlar donation used in 2015	2015						(4,104.00)		
Tsfr from Provincial Reserve per budget - Ayton Br.	2015			(2,000.00)					
Tsfr from Provincial Reserve per budget - Neustadt Br.	2015			(2,000.00)					
Tsfr from Provincial Reserve per budget - Durham Br.	2015			(11,000.00)					
Tsfr OLCF Grant unspent at YE for 2016 expenses	2015						2,632.13		
Tsfr 2015 Year End Surplus to reserve	2015	926.59							
Tsfr unused 2016/2017 OLCF Grant spent in 2017	2016						5,771.19		
Tsfr from OLCF 2015 for 3 Mac Minis	2016						(2,632.13)		
Tsfr 2016 YE Library Surplus to reserve	2016	529.00							
Tsfr from OLCF 2017 expenses	2017						(5,771.19)		
Tsfr unused 2017/2018 ILDS Grant spent in 2018	2017						5,559.65		
Tsfr 2017 YE Library Surplus to reserve	2017	9,254.24							9,042.70
Tsfr ILDS Grant for 2018 expenses	2018						(5,559.65)		
Neil MacCannell donation	2018	10,000.00							

LIBRARY RESERVE HISTORY SUMMARY

	Year	General	Children's Program	Provincial	Lifelong Learn	Durham Br. Expansion	OLCF/ILDS CFGB Eva LeFlar	Cap/Gates	TOTALS
Tsfr 2018 YE Library Surplus to reserve	2018	6,491.34							
Tsfr 2019 YE Library Deficit from reserve	2019	(1,003.64)							
2020 from reserve for Dur. Library Office Space	2020	(4,499.77)							
2020 Library Surplus	2020	4,860.10							
<b>2021 Library Surplus</b>	<b>2021</b>	<b>13,658.76</b>							
<b>TOTAL - at Dec. 31, 2021</b>		<b>51,127.33</b>	<b>1,107.66</b>	<b>2,852.19</b>	<b>966.20</b>	<b>881.53</b>	<b>-</b>	<b>-</b>	<b>56,934.91</b>



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## Independent Auditor's Report

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To the Members of Council of  
The Corporation of the Municipality of West Grey

### Opinion

We have audited the financial statements of The Corporation of the Municipality of West Grey Public Library Board (the Entity), which comprise the statement of financial position as at December 31, 2021 and the statements of operations, change in net financial assets and cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2021, and its results of operations, its change in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.





## Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.



We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Hanover, Ontario  
August 9, 2022

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**The Corporation of the Municipality of West Grey  
Public Library Board  
Statement of Financial Position**

December 31	2021	2020
<b>Financial assets</b>		
Cash	\$ 26,032	\$ 9,451
Accounts receivable	4,661	3,344
Due from Municipality of West Grey	<u>33,035</u>	<u>34,846</u>
	<u>63,728</u>	<u>47,641</u>
<b>Commitments (Note 5)</b>		
<b>Liabilities</b>		
Accounts payable and accrued liabilities	<u>6,794</u>	<u>4,365</u>
<b>Net financial assets</b>	<b>56,934</b>	<b>43,276</b>
<b>Non-Financial Assets</b>		
Tangible capital assets (Note 1)	<u>197,748</u>	<u>201,782</u>
<b>Accumulated surplus (Note 3)</b>	<b>\$ 254,682</b>	<b>\$ 245,058</b>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

**The Corporation of the Municipality of West Grey  
Public Library Board  
Statement of Operations**

For the year ended December 31	2021 Budget	2021 Actual	2020 Actual
<b>Revenue</b>			
Province of Ontario grants	\$ 24,990	\$ 26,313	\$ 34,972
Municipal grants	382,150	404,284	335,180
Investment income	-	107	163
Miscellaneous	3,750	5,040	8,383
	<u>410,890</u>	<u>435,744</u>	<u>378,698</u>
<b>Expenses</b>			
Amortization of tangible capital assets	-	29,074	30,049
Materials and periodical purchases	2,000	1,529	1,689
Supplies and office	77,150	99,174	101,333
Wages and benefits	313,740	296,343	255,793
	<u>392,890</u>	<u>426,120</u>	<u>388,864</u>
Annual surplus (deficit)	<u>18,000</u>	<u>9,624</u>	<u>(10,166)</u>
Accumulated surplus, beginning of year	<u>245,058</u>	<u>245,058</u>	<u>255,224</u>
Accumulated surplus, end of year	<u>\$ 263,058</u>	<u>\$ 254,682</u>	<u>\$ 245,058</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

**The Corporation of the Municipality of West Grey  
Public Library Board  
Statement of Change in Net Financial Assets**

For the year ended December 31	2021 Budget	2021 Actual	2020 Actual
Annual surplus (deficit)	\$ 18,000	\$ 9,624	\$ (10,166)
Acquisition of tangible capital assets	(24,000)	(25,040)	(19,523)
Amortization	-	29,074	30,049
	(24,000)	4,034	10,526
Change in net financial assets	(6,000)	13,658	360
Net financial assets, beginning of year	43,276	43,276	42,916
<b>Net financial assets, end of year</b>	<b>\$ 37,276</b>	<b>\$ 56,934</b>	<b>\$ 43,276</b>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

**The Corporation of the Municipality of West Grey  
Public Library Board  
Statement of Cash Flow**

<u>For the year ended December 31</u>	<u>2021</u>	<u>2020</u>
<b>Cash provided by (used in)</b>		
<b>Operating activities</b>		
Annual surplus (deficit)	\$ 9,624	\$ (10,166)
Items not involving cash		
Amortization	29,074	30,049
Decrease (increase) in accounts receivable	(1,317)	251
Decrease (increase) in Due from Municipality	1,811	(16,734)
Increase (decrease) in accounts payable	2,429	(200)
	<u>41,621</u>	<u>3,200</u>
<b>Capital activities</b>		
Acquisition of tangible capital assets	<u>(25,040)</u>	<u>(19,523)</u>
<b>Net change in cash</b>	<b>16,581</b>	<b>(16,323)</b>
<b>Cash, beginning of year</b>	<u><b>9,451</b></u>	<u><b>25,774</b></u>
<b>Cash, end of year</b>	<u><b>\$ 26,032</b></u>	<u><b>\$ 9,451</b></u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

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**The Corporation of the Municipality of West Grey  
Public Library Board  
Summary of Significant Accounting Policies**

December 31, 2021

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<b>Management Responsibility</b>	The management of The Corporation of the Municipality of West Grey Public Library Board has prepared and is responsible for the integrity, objectivity and accuracy of the financial information presented in these financial statements. The Board reviews and approves the financial statements.
<b>Basis of Accounting</b>	The financial statements have been prepared in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board of Chartered Professional Accountants of Canada.
<b>Use of Estimates</b>	The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. By their nature, these estimates are subject to measurement uncertainty and actual results could differ from management's best estimates as additional information becomes available in the future.
<b>Revenue Recognition</b>	User fee revenue is recognized when earned, as services are rendered to customers, providing the amount is fixed or determinable, and collectibility is reasonably assured.
<b>Government Transfers</b>	Government transfers are recognized in the financial statements as revenue in the period that the events giving rise to the transfer occur; providing that the transfer is authorized, eligibility criteria, if any, have been met by the recipient, and a reasonable estimate of the amount can be made.
<b>Non-Financial Assets</b>	Tangible capital and other non-financial assets are accounted for as assets by the organization because they can be used to provide services in future periods. These assets do not normally provide resources to discharge the liabilities of the organization unless they are sold.

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**The Corporation of the Municipality of West Grey  
Public Library Board  
Summary of Significant Accounting Policies**

**December 31, 2021**

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**Tangible  
Capital Assets**

Purchased tangible capital assets are recorded at cost. Contributed tangible capital assets are recorded at fair market value at the date of contribution. Where fair market value cannot be reasonably determined, contributed tangible capital assets are recorded at a nominal amount. Amortization is calculated on a straight-line basis over the estimated useful life of the asset. The useful lives of the assets are based on estimates made by management as follows:

- Books - 15 years
- Furniture, fixtures, and computers - 7 to 50 years

**Employee  
Future Benefits**

Defined contribution plan accounting is applied to the board's multi-employer defined benefit pension plan.

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**The Corporation of the Municipality of West Grey  
Public Library Board  
Notes to Financial Statements**

**December 31, 2021**

**1. Tangible Capital Assets**

	2021		2020	
	Furniture, fixtures, books, and computer	Total	Furniture, fixtures, books, and computer	Total
<b>Cost, beginning of year</b>	\$ 504,808	\$ 504,808	\$ 510,970	\$ 510,970
Additions	25,040	25,040	19,523	19,523
Disposals	(26,100)	(26,100)	(25,685)	(25,685)
<b>Cost, end of year</b>	<b>503,748</b>	<b>503,748</b>	504,808	504,808
<b>Accumulated amortization, beginning of year</b>	303,026	303,026	298,662	298,662
Amortization	29,074	29,074	30,049	30,049
Disposals	(26,100)	(26,100)	(25,685)	(25,685)
<b>Accumulated amortization, end of year</b>	<b>306,000</b>	<b>306,000</b>	303,026	303,026
<b>Net carrying amount, end of year</b>	<b>\$ 197,748</b>	<b>\$ 197,748</b>	\$ 201,782	\$ 201,782

**The Corporation of the Municipality of West Grey  
Public Library Board  
Notes to Financial Statements**

December 31, 2021

**2. Employee Future Benefits Liability**

**Pension Plan**

The Board makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of 2 members of its staff. This plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Employees and employers contribute jointly to the plan. The amount contributed to OMERS for 2021 was \$11,914 (2020 - \$10,730). The contribution rate for 2021 was 9.0% to 15.8% depending on age and income level (2020 - 9.0% to 15.8%).

OMERS is a multi-employer plan, therefore, any pension plan surplus or deficit is a joint responsibility of Ontario municipal organizations and their employees. As a result, the municipality does not recognize any share of the OMERS pension surplus or deficit. The last available report for the OMERS plan was December 31, 2021. At that time the plan reported an actuarial deficit of \$3.1 billion (2020 - deficit of \$3.2 billion), based on actuarial liabilities of \$119.3 billion (2020 - \$111.8 billion) and actuarial assets of \$116.2 billion (2020 - \$108.6 billion). Ongoing adequacy of the current contribution rates will need to be monitored as fluctuations in financial markets may lead to increased future funding requirements.

**3. Accumulated Surplus**

The accumulated surplus reported on the statement of financial position is comprised of the following:

	2021	2020
Amount invested in tangible capital assets	\$ 197,748	\$ 201,782
Reserves	56,934	43,276
	\$ 254,682	\$ 245,058

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**The Corporation of the Municipality of West Grey  
Public Library Board  
Notes to Financial Statements**

**December 31, 2021**

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**4. Budget Amounts**

Under Canadian generally accepted accounting principles, budget amounts are to be reported on the statement of financial activities for comparative purposes. The budget amounts for The Corporation of the Municipality of West Grey Public Library Board are as approved by council and have been restated to conform to the basis of presentation of the revenues and expenditures on the statement of financial activities.

The following is a reconciliation of the budget approved by Council:

	2021 Budget	2021 Actual	2020 Actual
Annual surplus (deficit)	\$ 18,000	\$ 9,624	\$ (10,166)
Capital acquisitions, disposals and write-down	(24,000)	(25,040)	(19,523)
Amortization	-	29,074	30,049
Transfers from reserves for operations	6,000	(13,658)	(360)
General surplus (deficit), end of year	\$ -	\$ -	\$ -

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**5. Contractual Commitments**

The Board has entered into a five year agreement with the Municipality of Grey Highlands dated February 8, 2017 which expires December 31, 2021, to allow West Grey residents to use the Grey Highlands Library services at no cost. In exchange the board will pay Grey Highlands Library \$14,905 per year, increasing by 2% per year. This was extended for another three year period expiring on December 31, 2024.

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**6. Uncertainty due to COVID-19**

The outbreak of the recent novel corona virus (COVID-19) has resulted in governments worldwide enacting emergency measures to combat the spread of the virus. These measures, which include the implementation of travel bans, self-imposed quarantine periods and social distancing, have caused disruption to certain businesses globally; as a result, there could be a possibility of recession in the near future. While the impact of COVID-19 on the Public Library Board has been minimal to date, there is uncertainty around its duration and future business conditions.

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## **West Grey Public Library**

**Policy Title: Health & Safety, Security and Emergency Policy**

**Policy Number: OP-02**

**Initial Policy Approval Date: November 2017**

**Last Reviewed Date: Oct 12, 2022**

**Next Review: 2024**

The West Grey Public Library Board is committed to providing a safe and healthy work environment for staff, volunteers and members of the public. The Board also acts to protect library and secure property.

1. The Board, Chief Executive Officer (CEO), and library employees share the responsibility to ensure a safe and secure workplace.
2. The Board requires each individual staff member to take responsibilities for his or her own health and safety, as well as that of the user. All board members, staff and volunteers will take initiative on public safety issues and will work to solve problems and make improvements on an ongoing basis.
3. The Board ensures that funding, time and resources are dedicated to training the staff in health & safety, security and emergency procedures.
4. The CEO develops health & safety and security programs that include procedures, implementation plans, enforcement, and reporting for prevention and mitigation of:
  - a) harassment and violence (see relevant West Grey Personnel policy) that compromise the safety and health of staff and the public, including bomb threats, harmful, abusive and dangerous behaviour by individuals, and medical emergencies
  - b) crime, including theft, vandalism, and drug dealing and/or use
  - c) disasters that threaten collections, furniture and equipment, including fire and flood
5. The staff members will enforce the Library Code of Conduct (OP-26) in order to ensure safety and security in the library.

## **West Grey Public Library**

**Policy Title: Health & Safety, Security and Emergency Policy**

**Policy Number: OP-02**

**Initial Policy Approval Date: November 2017**

**Last Reviewed Date: Oct 12, 2022**

**Next Review: 2024**

6. In accordance to Ontario Regulation 165/16 Integrated Accessibility Standards, all emergency procedures, plans or public safety information will be made available to the public in an accessible format or with appropriate communication supports, upon request.
7. Closing the library may be necessary in emergencies or catastrophes including, but not limited to, extreme weather and power failure. The primary consideration is the safety of all persons in the building and on the property. The CEO or designate will determine when to close the library during an emergency or catastrophe. See (OP-17) Unscheduled Closure policy and (OP-16) Public Health Emergency Policy
8. The library cooperates with other agencies (West Grey, Public Health ex.) responsible for health and safety and local emergency preparedness. See (OP-16) Public Health Emergency Policy
9. The library will have the Community Emergency Management Plan Binder on hand in the Durham, Ayton and Neustadt Branches, updated by the Municipality of West Grey.

### **10. Re-establishing Library Service**

If the disaster interrupts service, then the Board will make every attempt to restore services as soon as possible taking the following actions.

- contact municipality
- establish extent of damage
- set up temporary facility
- re-establish collection (if necessary) following collection

## **West Grey Public Library**

**Policy Title: Health & Safety, Security and Emergency Policy**

**Policy Number: OP-02**

**Initial Policy Approval Date: November 2017**

**Last Reviewed Date: Oct 12, 2022**

**Next Review: 2024**

development procedures

### 11. Health Emergencies

- a) All staff will be trained in CPR, First Aid and AED (Automatic Electronic Defibrillator).
- b) 911 should be called immediately.
- c) Health & Safety policies

### 12. Drop Box

Staff will call police if sharp objects, dead animals, garbage, or any type of liquid or powder that was purposely placed into the drop box is found. The CEO will be informed about anything in the drop box other than library materials.

### 13. Flooding and Water Damage

In the case of water damage, staff will notify the CEO, who will contact the Municipality.

If the flood covers a large area, power will be shut off, to be restored only by an electrician.

If you know the source and are confident and certain of your ability to stop it (unclog drain, turn off water, etc.) do so cautiously. Do not troubleshoot an uncertain situation.

## **West Grey Public Library**

**Policy Title: Health & Safety, Security and Emergency Policy**

**Policy Number: OP-02**

**Initial Policy Approval Date: November 2017**

**Last Reviewed Date: Oct 12, 2022**

**Next Review: 2024**

Staff will be prepared to use good judgment and emergency supplies to help protect materials in jeopardy but will take only those steps needed to avoid or reduce immediate water damage.

14. Working alone describes a situation where a person is the only worker in the library, or where the worker does not have direct contact with a co-worker. As seen in Working Alone Policy (OP-21).

### Related Documents:

***C-4.2 - West Grey Workplace Discrimination and Harassment***

***- West Grey Prevention of Workplace Violence***

***C-4.3 – West Grey Respect in the Workplace***

***OP-03 Accessibility in the Library***

***OP-16 Public Health Emergency***

***OP-17 Unscheduled Closure policy***

***OP-21 Working Alone policy***

***OP-26 Library Code of Conduct policy***

***West Grey Public Library Re-opening Plan***

***Occupational Health and Safety Act, R.S.O., 1990, c. O.1, Last amendment: 2007***

***Ontario Regulation 191/11 Integrated Accessibilities Standards s. 13***

## **West Grey Public Library**

**Policy Title: Health & Safety, Security and Emergency Policy**

**Policy Number: OP-02**

**Initial Policy Approval Date: November 2017**

**Last Reviewed Date: Oct 2022**

**Next Review: 2024**

The West Grey Public Library Board is committed to providing a safe and healthy work environment for staff, volunteers and members of the public. The Board also acts to protect library and secure property.

1. The Board, Chief Executive Officer (CEO), and library employees share the responsibility to ensure a safe and secure workplace.
2. The Board requires each individual staff member to take responsibilities for his or her own health and safety, as well as that of the user. All board members, staff and volunteers will take initiative on public safety issues and will work to solve problems and make improvements on an ongoing basis.
3. The Board ensures that funding, time and resources are dedicated to training the staff in health & safety, security and emergency procedures.
4. The CEO develops health & safety and security programs that include procedures, implementation plans, enforcement, and reporting for prevention and mitigation of:
  - a) harassment and violence (see also relevant West Grey <sup>Personnel sub</sup> HR policies) that compromise the safety and health of staff and the public, including bomb threats, harmful, abusive and dangerous behaviour by individuals, and medical emergencies
  - b) crime, including theft, vandalism, and drug dealing and/or use
  - c) disasters that threaten collections, furniture and equipment, including fire and flood
5. The staff members will enforce the Library Code of Conduct (OP-26) in order to ensure safety and security in the library.



## **West Grey Public Library**

**Policy Title: Health & Safety, Security and Emergency Policy**

**Policy Number: OP-02**

**Initial Policy Approval Date: November 2017**

**Last Reviewed Date: Oct 2022**

**Next Review: 2024**

6. In accordance to Ontario Regulation 165/16 Integrated Accessibility Standards, all emergency procedures, plans or public safety information will be made available to the public in an accessible format or with appropriate communication supports, upon request.
7. Closing the library may be necessary in emergencies or catastrophes including, but not limited to, extreme weather and power failure. The primary consideration is the safety of all persons in the building and on the property. The CEO or designate will determine when to close the library during an emergency or catastrophe. See (OP-17) Unscheduled Closure policy and (OP-16) Public Health Emergency Policy
8. The library cooperates with other agencies (West Grey, Public Health ex.) responsible for health and safety and local emergency preparedness. See (OP-16) Public Health Emergency Policy
9. The library will have the Community Emergency Management Plan Binder on hand in the Durham, Ayton and Neustadt Branches, updated by the Municipality of West Grey.

### 10. Re-establishing Library Service

If the disaster interrupts service, then the Board will make every attempt to restore services as soon as possible taking the following actions.

- contact municipality
- establish extent of damage
- set up temporary facility
- re-establish collection (if necessary) following collection

## **West Grey Public Library**

**Policy Title: Health & Safety, Security and Emergency Policy**

**Policy Number: OP-02**

**Initial Policy Approval Date: November 2017**

**Last Reviewed Date: Oct 2022**

**Next Review: 2024**

development procedures

### 11. Health Emergencies

- a) All staff will be trained in CPR, First Aid and AED (Automatic Electronic Defibrillator).
- b) 911 should be called immediately.
- c) Health & Safety policies

### 12. Drop Box

Staff will call police if sharp objects, dead animals, garbage, or any type of liquid or powder that was purposely placed into the drop box is found. The CEO will be informed about anything in the drop box other than library materials.

### 13. Flooding and Water Damage

In the case of water damage, staff will notify the CEO, who will contact the Municipality.

If the flood covers a large area, power will be shut off, to be restored only by an electrician.

If you know the source and are confident and certain of your ability to stop it (unclog drain, turn off water, etc.) do so cautiously. Do not troubleshoot an uncertain situation.

## **West Grey Public Library**

**Policy Title: Health & Safety, Security and Emergency Policy**

**Policy Number: OP-02**

**Initial Policy Approval Date: November 2017**

**Last Reviewed Date: Oct 2022**

**Next Review: 2024**

Staff will be prepared to use good judgment and emergency supplies to help protect materials in jeopardy but will take only those steps needed to avoid or reduce immediate water damage.

14. Working alone describes a situation where a person is the only worker in the library, or where the worker does not have direct contact with a co-worker. As seen in Working Alone Policy (OP-21).

### Related Documents:

***C-4.2 - West Grey Workplace Discrimination and Harassment  
- West Grey Prevention of Workplace Violence***

***OP-03 Accessibility in the Library***

***OP-16 Public Health Emergency***

***OP-17 Unscheduled Closure policy***

***OP-21 Working Alone policy***

***OP-26 Library Code of Conduct policy***

***West GPL re-opening plan***

***Occupational Health and Safety Act, R.S.O., 1990, c. O.1, Last amendment:  
2007***

***Ontario Regulation 191/11 Integrated Accessibilities Standards s. 13***

## **West Grey Public Library**

**Policy Title: Meeting Room Policy**

**Policy Number: OP-08**

**Initial Approval Date: Oct 12, 2022**

**Last Revision Date:**

**Next Review Date:**

Meeting rooms (Community room & local history room) in the library bring together the resources of the library and the activities of the community for educational, cultural, civic, recreational, and charitable purposes. The library provides a forum for the expression of diverse ideas and opinions however, use of the meeting room shall not be interpreted to constitute endorsement by the West Grey Public Library Board of the policies and beliefs of groups or individuals.

1. The West Grey Public Library Board:
  - a) Will not knowingly permit any individual or group to use its facilities in contravention of the Criminal Code of Canada. Federal, provincial, and municipal legislation and regulations must always be observed.
  - b) Reserves the right to accept or refuse a reservation, or to cancel any booking at its discretion.
  - c) Will set and review rental fees.
2. The Chief Executive Office (CEO) authorizes the use of the rooms.
3. Staff will maintain the schedule and will make every effort to notify scheduled users of the unavailability of the meeting room in case of emergencies.
4. Small groups of 4 and under will first be booked in the local history room. If the local history is booked, they can use the community room, as long as it isn't booked.
5. The community room will be used for programs or groups larger than 4.
6. Room bookings will be prioritized in the following order:
  - a) Library programs, events, and news, including co-sponsored Library programs and events have priority for scheduling, after which other programs are considered on a first-come, first-served basis.
  - b) Friends of the West Grey Public Library events and news.
  - c) Municipal, Provincial, Federal Government information and events.
  - d) Programs and events whose principal sponsors are non-profit organizations in the local community.
  - e) Community groups.

## **West Grey Public Library**

**Policy Title: Meeting Room Policy**

**Policy Number: OP-08**

**Initial Approval Date: Oct 12, 2022**

**Last Revision Date:**

**Next Review Date:**

### **7. Room use will be guided by the following:**

- a) Use of the room shall be subject to supervision by employees of the library or members of the Board.
- b) Damages to the meeting room, furnishings and equipment will be paid by the applicant.
- c) Set up, take down and clean-up will be undertaken by the applicant.
- d) Use of materials or decorations on the walls requires prior approval.
- e) Non-alcoholic refreshments and food may be served in the community room and local history room.
- f) The maximum occupancy of the meeting room shall be obeyed.
- g) All users will agree to hold the library harmless for any loss, damage, liability, costs, and /or expenses that may arise during, or to be caused in any way by such use of the library facility.
- h) Rooms can be booked up to two months in advance.
- i) If the person is more than 15 minutes late, they will lose the booking if someone else is waiting for the room.

### **8. Criteria for refusal of a room booking**

- a) Meetings which disturb regular library functions, may not be scheduled.
- b) Retail or wholesale money making businesses will not be scheduled.

### **9. Hours of Operation**

The Meeting Room may be booked for use during regular open hours of the library.

West Grey Public Library

Policy Title: Bulletin Board, Flyer and Free Literature Display Policy  
Policy Number: OP-09  
Initial Approval Date: January 16, 2012  
Last Revision Date: October 12, 2022  
Next Review Date:

The West Grey Public Library supports, where possible, the distribution and display of community information on Library premises. The library encourages the display of bulletins, brochures, and posters regarding events in order that residents can fully participate in community activities. This policy sets out the types of information suitable for collecting, displaying, and distributing in the library.

**Priorities:**

Space for bulletin boards and flyer distribution space is limited on Library premises and demand for space is high. It may not be possible to display all materials that are acceptable under this policy at a given time. WGPL will display and distribute materials in appropriate locations for a limited time subject to the availability of space.

**Section 1: Community Information Collection and Services**

1. Materials for display or distribution on Library premises are prioritized in the following order, subject to space availability on designated display and distribution spaces:
  - a) Library programs, events, and news, including co-sponsored Library programs and events.
  - b) Friends of the West Grey Public Library events and news.
  - c) Municipal, Provincial, Federal Government information and events.
  - d) Programs and events whose principal sponsors are non-profit organizations in the local community.
  - e) Cultural events occurring in the West Grey area.
  - f) Community groups.
2. The library, in its sole discretion, may make an exception to these priorities when the exception is consistent with and advances the strategic objectives of the library.
3. The library staff will be knowledgeable about community agencies and organizations and capable of referring people appropriately and in a sensitive manner.

West Grey Public Library

Policy Title: Bulletin Board, Flyer and Free Literature Display Policy  
Policy Number: OP-09  
Initial Approval Date: January 16, 2012  
Last Revision Date: October 12, 2022  
Next Review Date:

## **Section 2: Community Information Displays in the Library**

The library reserves the right to select materials to be posted and distributed. The following guidelines apply:

- Materials to be posted must be legible and professional in design.
- Material must be in hard copy form in appropriate quantities. Faxed or emailed submissions will not be accepted.
- Materials submitted to the library for display or distribution will not be returned to the owner or agency.
- The display of material does not constitute an endorsement of any group.
- The library staff will place, post, and remove all materials on the bulletin boards and in the brochure racks.
- All materials become the property of the West Grey Public Library Board and the library will dispose of materials as it sees fit.

### **Criteria for Refusal of Materials**

1. The library will not display or distribute based on the following:
  - a) Availability of space.
  - b) Size of materials.
  - c) Poor quality of submission or difficult to understand.
  - d) Materials that contravene the Ontario Human Rights Code, federal or provincial laws and regulations.
  - e) Materials whose primary focus is partisan or political in nature, however political materials may be eligible when it announces meetings and forums for discussion of community issues.
  - f) Faith-based materials whose primary purpose is the promotion of faith, however events sponsored by local religious groups may be displayed.
  - g) Material, as determined by staff, to not be relevant to their local community.
  - h) Retail or wholesale advertisements, private notices, personal services, and information about money-making events sponsored by for-profit organizations.
  - i) Personal ads and notices including notices of items for sale or rent.

West Grey Public Library

Policy Title:

Bulletin Board, Flyer and Free Literature Display Policy

Policy Number:

OP-09

Initial Approval Date:

January 16, 2012

Last Revision Date:

October 12, 2022

Next Review Date:

2. Complaints or appeals may be resolved by the CEO or may be addressed in writing to the Board.

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## West Grey Public Library

Policy Title: Circulation Policy  
 Policy Number: OP-12  
 Initial Approval Date: December 14, 2015  
 Last Revision Date: October 12, 2022  
 Next Review Date:

The West Grey Public Library makes materials widely available to the community, in an equitable manner, to maximize the use of the collections. The West Grey Public Library Board ensures fair conditions for library membership and borrowing privileges while protecting resources in a responsible manner and in accordance with the *Public Libraries Act*. R.S.O.1990, c. P44.

### Section 1: Library Membership and Borrowing

1. No fee will be charged for admission to the library.
2. Any person may be a member of the library with borrowing privileges.
3. Membership will be granted to individuals who personally provide verification of identification by showing a document bearing his/her name with address and photo ID. Photocopies or digital version of ID will not be accepted. See Schedule A for acceptable documentation.
  - a. By signing the library card, the person agrees to abide by the policies and procedures of the library.
  - b. Membership will be granted to individuals who are unable to provide verification of identification showing address. If the member only has picture id without address, they can get a card but will be limited to two items until proof of address is received.
  - c. If no photo ID is available, a second document may be used to establish identity.
4. Children under the age of 16 must register for membership accompanied by a parent or guardian who presents identification with name and address, and signs for responsibility for fees, damages, or lost items. Their membership will be attached the parents/guardian's card.
5. A valid West Grey Public Library card should be presented each time materials are borrowed. If the library member cannot present their card, they must show valid identification to confirm their identity. Library staff may also ask for verification of address and telephone number or email to help confirm identity. The membership card can be a digital version, showing both sides, on a device in Apple Wallet or another similar app. See Schedule A for acceptable documentation.

## West Grey Public Library

Policy Title: Circulation Policy  
Policy Number: OP-12  
Initial Approval Date: December 14, 2015  
Last Revision Date: October 12, 2022  
Next Review Date:

6. Personal information collected will be subject to the West Grey Public Library Policy on *Confidentiality & the Protection of Privacy OP-01*.

### Section 2: Conditions of Membership and Card Use

1. Membership is not transferable to other individuals.
2. Members will be issued a library card without charge.
3. There is no cost for lost or damaged cards.
4. The card is the property of the West Grey Public Library and must be surrendered upon request.
5. Lost or theft of a card must be reported immediately; members are responsible for any materials borrowed on their cards until loss or theft is reported.
6. Change of address, name or phone number must be reported immediately.
7. Membership expires annually. Renewal requires verification of the member's name, address, telephone number and payment of outstanding monies owed to the library.
8. Borrowing of materials is suspended when fees exceed \$5.00 and will only be reinstated when all outstanding accounts are settled or at the discretion of the CEO.

### Section 3: Borrowing

1. Loans
  - a) A standard loan period of three weeks exists for materials borrowed, except those materials for which special loan periods have been established. See Schedule B
  - b) Reference works, local history materials and newspapers are not available for loan.
  - c) The total number of items on loan to any one member will not exceed 50 items.
  - d) DVD materials that are classified 18A (Suitable for people 18 years of age or

## West Grey Public Library

Policy Title: Circulation Policy  
 Policy Number: OP-12  
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older) or R (Restricted to 18 years or older) by the Canadian Home Video Rating System are available in the collection and it is up to the individual to determine suitability for viewing. Library staff do not require proof of age for lending.

### 2. Renewals

- a) Library items will automatically renew once except for High Demand and WIFI-to-go, they may be renewed in person. ILLO cannot be renewed at all. See Schedule B for renewal schedule.
- b) Items on reserve for other members cannot be renewed.

### 3. Holds/Reserves

- a) Library items may be reserved in person, by telephone, or by catalogue access in the library or remotely.
- b) When the item becomes available, the member will be notified via phone or email and asked to pick-up the item.
- c) Items will be held for a maximum of 14 days and will be notified twice for pick up.
- d) High demand items will be held for 3 days and called once for pick up, if not picked up the member's name will be added to the bottom of the list. A high demand item is an item with more than 3 holds on it.

### 4. Returns

- a) Materials borrowed may be returned to any West Grey Public Library at the circulation desk or in the drop-box (with some exceptions see Schedule C).
- b) Members are required to return materials on or before the due date

### 5. Circulation Records

Library Circulation and membership records will be used in accordance with ***Confidentiality & the Protection of Privacy Policy OP-01***

## **West Grey Public Library**

Policy Title: Circulation Policy  
Policy Number: OP-12  
Initial Approval Date: December 14, 2015  
Last Revision Date: October 12, 2022  
Next Review Date:

### **Section 4: Charges**

#### 1. Damaged/Lost Items

- a) The library will charge replacement costs for items which are overdue by 60 days or for items which are damaged or lost.
- b) The replacement cost will be assessed by the library and will include the purchase cost and the processing cost of the item. It may not be possible to replace a specific item with an identical one.
- c) Replacement copies or donations in lieu of payment is not acceptable.
- d) Replacement of the item will be left to the discretion of the Chief Executive Officer or their designate, in keeping with the library's collection policy.

#### 2. Overdues and Fees

- a) Members are responsible for returning materials on or before the due date.
- b) Fees may be waived for unusual or series circumstances.
- c) There are no overdue fees but a member may be charged for lost or damaged materials.

#### 3. Refunds for Lost Materials

- a) There is no refund for lost materials.

## West Grey Public Library

Policy Title: Circulation Policy  
Policy Number: OP-12  
Initial Approval Date: December 14, 2015  
Last Revision Date: October 12, 2022  
Next Review Date:

### Related Documents:

West Grey Public Library. *OP 01 - Confidentiality & the Protection of Privacy*

#### Notes 1:

The ***Public Libraries Act***, R.S.O. 1990, c. P44 s. 23(3)c gives library boards the authority to set fees for the use of library services by persons who do not reside in the board's jurisdiction in which case the circulation policy would need to include statements that define non-resident members and the schedule of non-residents fees. Some libraries exclude groups from having to pay a non-resident fee even if they live outside of the municipality, for example students, residents of a municipality with which the libraries have a reciprocal borrowing agreement, employees working in the municipality, or property owners.

**Also note that a library can not charge a fee to residents of a municipality that contract with them for library service.** *The prescribed conditions for library operating funding do not permit a library to charge fees to residents of contracting municipalities. See subsection 30(2) of the Public Libraries Act and Regulation 976*

## West Grey Public Library

Policy Title: Circulation Policy  
 Policy Number: OP-12  
 Initial Approval Date: December 14, 2015  
 Last Revision Date: October 12, 2022  
 Next Review Date:

### **Schedule A - Acceptable Identification to Verify Name and Address for Membership Registration.**

Documents are used to verify name and address only. No other information on the document(s) presented is kept on record.

A valid Ontario Driver's License is acceptable as a single document. If no photo ID is provided, 2 pieces of ID are required to establish identity and current address.

#### **Acceptable Identification**

- Health card with photo
- Citizenship card
- Passport
- Student ID card
- OAS (senior's card)
- Employer-issued photo ID card
- BYID(from the LCBO)

#### **Acceptable Proof of Address**

- Any Benefit Statement issued by the Government of Canada
- Bank account statement
- Utility bill (telephone, hydro, water, gas, cable TV)
- Motor Vehicle Permit
- Mortgage, rental, or lease agreement
- Property tax assessment or bill
- Insurance policy (property, auto, life)
- Employer record (pay stub or letter from employer)
- Secondary school, college or university report card or transcript

## West Grey Public Library

Policy Title: Circulation Policy  
 Policy Number: OP-12  
 Initial Approval Date: December 14, 2015  
 Last Revision Date: October 12, 2022  
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### Schedule B - Loan Periods

Material Type	Loan Period	Optional Renewals	Maximum Check Outs
Books	21 days	1	50
Audio Books	21 days	1	50
Kits of all types	14 days	1	2
Magazines	7 days	1	50
DVDs	7 days	1	5
ILLO – Inter Library Loan Materials	21 days	no renewals	20
High Demand	7 days	no renewals	3
WIFI-to-go	7 days	no renewals	1
Support signs, VictorReader	21 days	1	1
Snowshoes	7 days	1	4
Ontario Parks Pass	7 days	1	1
Digital Projector	7 days	1	1
Fishing Rod, Tackle Box	7 days	1	10

## West Grey Public Library

Policy Title: Circulation Policy  
Policy Number: OP-12  
Initial Approval Date: December 14, 2015  
Last Revision Date: October 12, 2022  
Next Review Date:

### Schedule C – Special Collection not to be put in the drop box

Material Type
WIFI-to-go
Support signs, VictorReader
Snowshoes
Kits
Digital Projector
Fishing Rod, Tackle Box



## West Grey Public Library

**Policy Title:** Personal Days  
**Policy Number:** OP-15  
**Initial Approval Date:** October 12, 2022  
**Last Revision Date:**  
**Next Review Date:**

The West Grey Public Library Board establish policies and working conditions that are conducive to enabling each staff member to make the fullest contribution to the Library's programmes and services.

### Responsibilities

1. The Board adopts the Municipal of West Grey's Personnel Policy.
2. In accordance with the *Public Libraries Act*, the Board appoints a CEO. See GOV-13
3. The CEO is responsible for the employment, management and performance evaluation of all staff employed by, or on contract with, the West Grey Public Library.

### Personal Leave

The West Grey Public Library Board **establishes** the following in addition to the Municipality of West Grey's Personnel policy. This portion **applies** to part-time, and **casual** employees only.

- a) Part-time employees shall have a total of three (3) **personal** days per year available at the first day of the new year. **These** days can be used for absence of work for sick days, personal leave, appointments, and **bereavement**.
- b) Personal days **not used within** the year are not **accrued** from year to year and will not be paid out.
- c) An employee **must** have **completed** a **minimum** of six (6) months of continuous employment with West Grey Public Library to be eligible for personal leave.
- d) An employee **must** **notify** the CEO as early as possible.

### Related Documents:

Ontario Human Rights Code  
Ontario Employment Standards Act  
West Grey Personnel Policy  
GOV-13 Delegation of Authority to the CEO

**West Grey Public Library**  
**Policy Title: Public Health Emergency policy**  
**Policy Number: OP-16**  
**Initial Policy Approval date: Oct, 2022**  
**Reviewed date: 2024**

### **Purpose**

To establish a protocol that will be used in the event of an epidemic/pandemic or other public health emergency.

The West Grey Public Library must plan for staff being unable to report to work in the event of a serious infectious disease outbreak. In addition, during any public health emergency, organizations may be required to take measures to help slow the spread of illness such as closing by order of township, district, provincial or federal health or government officials. It is important to ensure that the core business activities of the library can be maintained with limited staff and reduced hours as determined by the library board and CEO.

### **Section 1: Continuity of Operations Plan**

This policy differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin recovery work almost immediately after the event or crisis (such as after a fire or storm). If there is a serious infectious disease outbreak, recovery may be slow and limited staff, services, and hours may be necessary for several weeks or more.

### **Section 2: Library Closure**

West Grey Public Library may temporarily close or limit services because of a public health emergency such as an epidemic/pandemic in the event that any of the following occur:

1. A mandate, order, or recommendation for closure is issued by the Municipality of West Grey, provincial or federal health or other government officials.
2. If a Library employee has been diagnosed with the contagion, the library may temporarily close for cleaning based on Public Health guidelines
3. At the direction of the library board

**West Grey Public Library**

**Policy Title: Public Health Emergency policy**

**Policy Number: OP-16**

**Initial Policy Approval date: Oct, 2022**

**Reviewed date: 2024**

4. At the discretion of the CEO

In addition, the West Grey Public Library may temporarily close, reduce its operating hours, or limit services in the event that there is insufficient staff to maintain basic service levels or to reduce the possible spread of the contagion. The exterior book drop may be closed or kept open and cleared periodically.

**Types of Library Closures:**

1. Complete Closure: no staff in the building at any time.
2. Library Closure with Essential Services Only: exempt and other essential library employees may be required to work from home or on-site during closures to perform necessary duties, such as payroll, bill paying, building maintenance, emptying book drops, etc.
3. Library Closure with Reduced Services: Staff may:
  - i. be allowed to work inside the building, although the building is closed to the public
  - ii. be assigned to provide services to patrons in newly determined ways

**Employee Protection Measures**

The WGPL is committed to the health and safety of its employees and will endeavour to take every step necessary to ensure this commitment is upheld. Depending on the circumstances and severity of the pandemic, in addition to instructions communicated by local health authorities, the WGPL will uphold its responsibility, legislatively and humanely, to provide employees with a safe and healthy environment during a pandemic outbreak.

1. Education in proper sanitizing of hands, work areas and commonly touch surfaces will be reviewed.
2. Social distancing will be encouraged.
3. Proper disinfecting of work surfaces during shift will be reviewed, with supplies provided.

## West Grey Public Library

**Policy Title: Public Health Emergency policy**

**Policy Number: OP-16**

**Initial Policy Approval date: Oct, 2022**

**Reviewed date: 2024**

4. Janitorial services practices for disinfection of all work surfaces and public areas will continue, and supplies for staff to upgrade these cleaning practices throughout the day will be available.
5. Hand sanitizer will be supplied at each circulation desk and office area as well at each public entry point.
6. Staff who are ill will be required to stay home until well enough to return to work based on Public Health protocols.
7. Staff who are at a higher risk will be informed of accommodation plans to complete their regular work. This may include location change and/or remote access, and may be limited to what can productively be completed in these alternate locations.
8. Minimum staffing numbers will be adhered to.
9. Through continued communications and collaborations with local health authorities and other key groups involved in pandemic planning and follow-up, the WGPL will ensure that all employees receive the most up-to-date information and relevant legislation in relation to the pandemic and will communicate the information to employees in a timely and appropriate manner.

Not being able to properly implement any of these measures will inform the decisions on branch service levels.

### **Definition of Service Levels and Reallocation of Staff**

WGPL is a three-branch system with the Durham branch as the main branch.

#### **Durham Minimum Staffing**

Durham Branch may not drop below two (2) staff on any given day or 8-hour shift. Staff may not be asked to work longer than an 8-hour shift during a pandemic to keep the facility open. It should be noted that two staff are identified to maintain operational hours, and not to maintain services (programs, new materials, website updates, virtual branch, ILLO, etc) or administrative needs.

#### **Ayton, Neustadt, Minimum Staffing**

These branches have one staff on any given day or shift. Staff may not be asked to work longer than an 8-hour shift during a pandemic to keep the facility open. It should be noted that one staff is identified to maintain operational hours.

**West Grey Public Library**

**Policy Title: Public Health Emergency policy**

**Policy Number: OP-16**

**Initial Policy Approval date: Oct, 2022**

**Reviewed date: 2024**

**Level I**

The Durham branch staff act as replacements for the staff of other branches and vice versa if they become ill or are absent for any reason.

If an alternate staffer is able to take the shift for the affected location, service will remain available. This is may be deemed a normal delivery of service or limited service:

- **Level IA**-occurs when all staff can be replaced and programs, activities and admin can still occur as usual. This would be in alignment with a standard situation of a staffer calling in sick.
- **Level 1B**-occurs when a minimum crew is available only. This is one (1) staff for branch open that day and two (2) staff at Durham, each for no less than usual shifts.

**Level II (Branches closed to staff Durham)**

If no additional staff are available, the smaller of the branch(es) will be closed and the staffer regularly scheduled for that branch will be moved to the Durham branch.

**Level III (Not enough staff for full hours)**

If there is not enough staff to keep the Durham branch facility open, the hours will be changed at Durham to a reduced schedule where two (2) staff can maintain the building. (e.g. reduce a 10am-7pm day to a 10am-5pm day).

**Level IV (Not enough staff to keep Durham open)**

If there is not enough staff to keep the Durham facility open for that day, the Durham branch will be closed until such time as minimum staffing needs are available to open the facility.

**Level V (Hybrid or Virtual)**

In the event that the CEO deems services can be provided in a virtual-only or hybrid of virtual and alternate service model temporarily, and staff are available to carry out this model in a safe manner, the CEO may close the Durham branch and provide the virtual and/or alternate model for as long as deemed practical and safe.

## **West Grey Public Library**

**Policy Title: Public Health Emergency policy**

**Policy Number: OP-16**

**Initial Policy Approval date: Oct, 2022**

**Reviewed date: 2024**

The CEO may move directly to a level if it is deemed unsafe to remain open to the public, but staff are available for maintaining alternate services. This may include reallocation of staffing for ongoing virtual services or alternate/temporary measures.

### **Level VI**

In the event of a staff person's death or permanent disability on site, the entire WGPL system will close until counselling services can be provided for remaining staff AND regular staffing resumes. This may require closure through the hire and training of new staff.

### **Criteria for Suspension of Program Services**

Programs and outreach services for adults and children will be suspended at the discretion of the CEO, based on reports and recommendations from the Municipality of West Grey, Grey Bruce Health Unit, Ontario Health Agency, Health Canada, and/or the World Health Organization.

The CEO may also suspend services if Employee Protection Measures identified cannot be maintained.

### **Cross-Training of Staff**

For the following key WGPL needs, there will be at least one alternative person trained to assume the duties of the job:

1. Interlibrary Loan Service
2. Payroll preparation and submission
3. Monthly health and safety inspections
4. Cataloguing and processing of new library materials
5. Web site and social media maintenance

### **Section 3: Compensation in a Public Health Emergency**

In the event of closure, the library board and CEO will assess the closure compensation for staff at regular intervals and provide timely notice of any changes to staff until the re-opening of the library is deemed safe by officials. See OP-27 Work from Home.

## **West Grey Public Library**

**Policy Title: Public Health Emergency policy**

**Policy Number: OP-16**

**Initial Policy Approval date: Oct, 2022**

**Reviewed date: 2024**

### **Section 4: Impact on Staff with Child-Care Concerns**

In the event of school districts and daycare closures the library board and CEO will assess the situation on an individual nature.

### **Section 5: Communication**

In the event of cancellation of services, programs, meeting room usage or library closures, library staff, at the direction of the CEO will:

1. Maintain a current list of all the staff and distribute it.
2. Notify staff, and custodial staff and the public via email, social media and the West Grey Public Library website. Staff will be expected to check the WGPL website regularly for updates on the pandemic.
3. Maintain contact with the Board as the situation unfolds.
4. Maintain contact with the CAO as the situation unfolds.
  - a. Any minutes of the Board conducted during the pandemic will be sent to the Clerk of the Municipality of West Grey as quickly as possible.
5. Call or email scheduled program presenters, community room reservations, outreach sites, program attendees (if contact information is available)
6. Provide information regarding the epidemic/pandemic on the library's website homepage
7. Create signage for updating patrons inside the library and on the outside of the building.
8. Notify local media and other government entities as deemed necessary by the Board and CEO.

### **Section 6: Employee Absences**

Municipality of West Grey and West Grey Public Library Human Resources policies shall continue to be followed in the event of public health emergency while the library remains operational. Pre-approved time off will be honoured unless voluntarily cancelled.

**West Grey Public Library**  
**Policy Title: Public Health Emergency policy**  
**Policy Number: OP-16**  
**Initial Policy Approval date: Oct, 2022**  
**Reviewed date: 2024**

### **Section 7: Social Distancing and Personal Protective Equipment**

If recommended by local, provincial or federal health officials and/or the CDC, library staff will follow suggestions and directions to implement social distancing within the library building. Personal Protective Equipment (PPE) will be provided by the library should it be deemed necessary for employees to wear such equipment when working in the library during closure or upon reopening. See WGPL's re-opening plan.

### **Section 8: Additional Cleaning Measures**

During the public health emergency, the Library Board and CEO will ask staff and contracted custodians to increase cleaning within each location. See WGPL's re-opening plan.

### **Section 9: Responsibility for Library Operations**

The CEO and Library Board will establish a schedule for seeing to the critical needs of the facility if the library is closed for an extended time (HVAC, plumbing and building checks by custodians, book drop, payroll and bill payment considerations). If, for any reason, the CEO is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all library operations shall be provided by the Library Board Chair.

### **Related Documents**

**Municipality of West Grey Personnel Policies**  
**OP-02 Health & Safety, Security and Emergency Policy**  
**OP-27 Work from Home Policy**  
**West Grey Public Library re-opening plan**



## West Grey Public Library

**Policy Title:** Professional Development

**Policy Number:** OP-18

**Initial Approval Date:** October 12, 2022

**Last Revision Date:**

**Next Review Date:**

The West Grey Public Library Board establish policies and working conditions that are conducive to enabling each staff member to make the fullest contribution to the Library's programmes and services.

### Responsibilities

1. The Board adopts the Municipal of West Grey's Personnel Policy.
2. In accordance with the *Public Libraries Act*, the Board appoints a CEO. See GOV-13
3. The CEO is responsible for the employment, management and performance evaluation of all staff employed by, or on contract with, the West Grey Public Library.

### Professional Development

- a) The staff are encouraged to participate in professional development (i.e., conferences, workshops, and other related professional interests).
- b) Required professional development is paid for by the library. (i.e., due to legislation, OLA conference, Excel Certificate Program through OLS, first aid).
- c) All new permanent staff will be required to complete the Excel Certificate at a minimum. (If staff have Library & Information Technician Diploma or Masters of Library & Information Science Degree, this will not be required)
- d) Where an employee pursues professional development on their own time, and the professional development is related to their position or succession planning, the employee may request that the library pay full or partial fees involved. This request is dependent on available funding.

### Related Documents:

Ontario Human Rights Code  
Ontario Employment Standards Act  
West Grey Personnel Policy  
GOV-13 Delegation of Authority to the CEO

**West Grey Public Library**

**Policy Title: Library Code of Conduct**

**Policy Number: OP-26**

**Initial Approval Date: June 15, 2016**

**Last Revision Date: Oct 12, 2022**

**Next Review Date: 2023**

West Grey Public Library aspires to be the best possible library for our community in an ever-changing environment. To do this we need clear rules to provide a safe environment and enjoyable experience for every individual including staff and volunteers.

The Code applies to anyone on library property, in library buildings, including satellite libraries or other buildings being used for library functions, and activities.

**Unacceptable Conduct**

The library does not accept behaviour that interferes with the rights of others including but not limited to;

- a) Photographing, filming, or recording of any kind without the approval of library staff
- b) Smoking in the library and within 3 meters of any entrance
- c) Illegal use of drugs or unauthorised use of alcohol
- d) Entering designated staff areas without permission
- e) Bringing animals inside with the exception of registered service animals or permitted by staff
- f) Posting, canvassing, soliciting, distributing or selling of goods, services or materials without the approval of library staff
- g) Any activity in violation of federal, provincial, municipal law or library policy
- h) Cell phones must be placed on vibrate or silent mode while in the library. Phone calls can only be taken or made in the designated cell phone area. Extended phone calls must be taken outside of the library
- i) No use of roller blades, skateboards, bikes or sports equipment inside the library buildings except as permitted by staff in programs

**West Grey Public Library**  
**Policy Title: Library Code of Conduct**  
**Policy Number: OP-26**  
**Initial Approval Date: June 15, 2016**  
**Last Revision Date: Oct 12, 2022**  
**Next Review Date: 2023**

#### Library Conduct Requirements

- a) No shirt, no shoes, no service.
- b) Parents, guardians, or caregivers must provide supervision and care of children while on library property
- c) Members of the public must obey copyright laws, licensing agreements and other intellectual property rights

#### Consequences of Failing to Comply

Any individual(s) who engage in unacceptable behaviour as defined in this policy may result in suspension, exclusion, or prosecution depending on the severity, receive one warning or be banned immediately from the premises and if necessary, be placed under suspension for a period of time. The suspension may apply to all programs, facilities, properties and services if warranted.

Length of suspension will be determined by the Library Board and will depend on the severity of the situation.

Library staff will be notified of individuals who are banned or who have received a letter of trespass.

Incidents may be reported to the West Grey Police Service and charges may follow.

For reporting and appeal process see R-Zone Policy – Respect & Responsibility By-Law 56-2022.

#### Related Documents:

R-Zone Policy – Respect & Responsibility By-Law 56-2022



## Council report

<b>Meeting date:</b>	May 3, 2022
<b>Title:</b>	Right to Disconnect policy
<b>Prepared by:</b>	Laura Johnston, CAO

### Recommendation

That report: Right to Disconnect policy be received for information; and

That the West Grey personnel policy be amended to include the Right to Disconnect policy in accordance with Bill 27: Working for Workers Act, 2021.

### Executive summary

Bill 27: Working for Workers Act, 2021 requires employers with more than 25 employees to implement a Right to Disconnect policy by June 2, 2022. West Grey staff has drafted a policy based on best practices to disconnect and promote a healthy work-life balance, as presented by HR Downloads, a Human Resources organization that, since 2005, provides templates, training and resources for several sectors, including municipal governments. West Grey is a member of HR Downloads and frequently utilizes their resources.

### Background and discussion

Effective June 2, 2022, the Corporation of the Municipality of West Grey, as an Ontario employer with 25 or more employees, must have a Right to Disconnect policy in accordance with Bill 27: Working for Workers Act, 2021. This requirement was added to the Employment Standards Act, 2000 (ESA) on December 2, 2021.

The term "disconnecting from work" is defined in the ESA to mean "not engaging in work-related communications, including emails, telephone calls, video calls or sending or reviewing other messages, to be free from the performance of work".

(<https://www.ontario.ca/document/your-guide-employment-standards-act-0/written-policy-disconnecting-from-work>)

May 3, 2022 (2)

Bill 27 does not specify what the policy must say, rather, it creates an obligation for an employer to communicate when employees should expect to work. Bill 27 also does not prohibit employers from creating an employment relationship that would require employees to be on-call.

There are a number of positions in this corporation that work irregular hours, outside of traditional "office hours", or are expected to be available for emergency response or operational demands. This is addressed in the Right to Disconnect policy by stating such expectations will be clearly identified in the specific job description and on agreement between the employee and their supervisor. The spirit of the Right to Disconnect policy, however, is afforded to all municipal employees and when an employee is not working, their time away will be respected and not interrupted (other than in emergency situations).

## Legal and legislated requirements

Bill 27: Working for Workers Act, 2021

## Financial and resource implications

None

## Staffing implications

The legislation requires all employers to provide a copy of the approved policy within 30 days of that approval. The copy can be provided via email or hard copy. Management will ensure all employees sign off on the policy and have the opportunity to ask questions or seek clarification.

## Consultation

H. Webb, Payroll Administrator

G. Scharback, Director of Legislated Services/Clerk

K. Mighton, Director of Finance/Treasurer

## Alignment to strategic vision plan

Not applicable.



May 3, 2022 (3)

## Attachments

Draft: Right to Disconnect Policy

## Next steps

On approval, staff will update the Personnel Policy handbook and provide every employee with a copy of this new policy.

Respectfully submitted:  
Laura Johnston, Chief Administrative Officer

<b>Section:</b> Terms and Rules of Employment	<b>Policy Number:</b> D-1.9
<b>Sub-section:</b> Scheduling	<b>Effective Date:</b>
<b>Subject:</b> Right to Disconnect	<b>Revision Date:</b>

Page 1 of 1

## Right to Disconnect Policy

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### Intent

The Municipality of West Grey understands that due to work-related pressures, the current landscape of work, or an employee's work environment or location, employees may feel obligated or choose to continue to perform their job duties outside their normal working hours. Work-related pressure and the inability to disconnect from the job can lead to stress and deterioration of mental health and overall well-being. This policy has been established to support employee wellness, minimize excessive sources of stress, and ensure that employees have the right to disconnect from their work outside their regularly scheduled hours.

### Guidelines

An employee's time outside working hours is meant for employees to recharge and spend time as they wish and should not be used to complete work-related tasks; however, there may be a lack of separation between home and work that makes it difficult for employees to truly disconnect. Because work is more accessible, employees may end up continuing to work even after their workday is done. Using personal time to work can make an employee feel as though they are "always on" or obligated to continue working or respond to communication.

Employees who do not fully disconnect from their work at the end of the day may experience stress and other mental health issues. Stress and poor mental health are associated with many of the leading causes of disease and disability, can lead to burnout, negatively affect performance, mood, and attendance, and personal and professional relationships.

Employee health and well-being are priorities while working and away from work. The Municipality of West Grey is committed to increasing overall employee health and wellness and providing employees with a better work-life balance.

## The Right to Disconnect

Not all employees work traditional “office hours”. Certain positions require employees to work irregular hours or be on-call, or stand-by. However, all employees have the right to disconnect from their job and any work-related tasks or communication outside of working hours without fear of reprisal.

Employees are encouraged to set clear boundaries between work and their personal lives.

The right to disconnect means that employees:

- can and should stop performing their job duties and work-related tasks when they are not expected to work;
- are not required to take work home with them to complete outside of regular working hours;
- are not expected or required to respond to work-related communication outside their regular working hours, while on break, or during any paid or unpaid time off;
- should take and use all of their scheduled breaks and time off entitlements for non-work-related activities; and
- will not face repercussion or be penalized for not communicating or continuing to work outside of their regular working hours.

Employees must also be respectful of others’ right to disconnect and should not expect their co-workers to respond, communicate, or complete work when not working. Certain positions requiring response for emergencies, or operational needs may require employees to respond outside of regular working hours. Such expectations will be clearly identified in the relevant job description and should be kept to a minimum.

## Workload and Productivity

The Municipality of West Grey understands that employees may want or need to work outside their normal hours to meet a time-sensitive deadline, to attend to an urgent matter, or due to unforeseen circumstances; however, employees should not regularly or frequently work outside their scheduled hours to complete or catch up on work.

Employees who cannot manage their workload during their regularly scheduled hours should meet with their direct manager to evaluate the current workload, priorities, and due dates.

Managers will work with employees to come up with a solution to ensure:

- The current workload does not result in the employee working excess hours or contribute to additional stress and burnout;
- Normal job duties can be completed during working hours; and
- Employees can remain productive and meet company goals and objectives.



Working additional hours does not always equate to higher productivity. Employees can maximize their productivity during their workday by using time management tactics, such as:

- blocking off periods in their schedule and calendar to complete specific tasks or address communication;
- working with their manager to organize work in order of priority or importance;
- breaking down projects and tasks into manageable chunks;
- minimizing interruptions by setting their online status to “busy” or “do not disturb;”
- trying to have at least one dedicated workday per week without meetings (where possible); and
- setting goals to work continuously for a specified period before taking a break or responding to communication.

## Communication

Employees may feel obligated to send or respond to messages when not working. West Grey may on occasion send general communication to employees when they are not working, such as on an employee's day off or scheduled vacation but will do their best to ensure that they are not sending communication that requires an immediate response from employees. Employees are not expected to respond to any company communication when not at work, with the exception of unforeseen circumstances, such as an emergency.

Employees must also respect others and avoid direct communication like sending e-mails, messages (through their phone or other communication and messaging apps) or calling other employees or clients outside their regularly scheduled working hours, during breaks, or during an employee's time off, such as their regular day off or vacation time.

The Municipality of West Grey understands that it may be necessary to send communication to a group of employees, such as an entire department, or forward important information to an employee who is not working. If employees do send communications to others who are not at work, they should not expect a response until the other employee returns. If the matter is urgent or an emergency and requires an immediate response, employees must reach out to their manager.

Employees who do not reply to work-related communications outside normal working hours will not face negative effects on their employment.

Set communication boundaries by:

- setting clear expectations for e-mail response time;

- logging off for the day or setting your online status to “away,” “out of office,” “do not disturb,” or “offline” when not working;
- scheduling any breaks or time off in your calendar; and
- avoiding using work e-mail for unrelated communication, such as newsletters, coupons, or personal correspondence.

If employees send communication outside working hours, others are more likely to feel obligated to respond or assume the employee sending the communication will be available during those hours. If it is necessary to compose messages or communication outside regular working hours, use a scheduling tool to send the e-mail at a specified time during work hours, such as the start of the next workday.

### **Breaks and Time Off**

Breaks are provided in accordance with employment standards and are intended to provide employees with time to recharge and enable them to resume their regular work productively. Employees should take any scheduled or company-provided breaks during their shift. Employees should take time away from their work and refrain from responding or sending communication during breaks.

The Municipality of West Grey understands the importance for its employees to have personal time off. Employees are encouraged to use their accrued paid vacation time in full every year for rest, relaxation, and personal pursuits. Employees are expected to complete any time-sensitive projects and meet any deadlines before going on vacation. If work can be attended to when the employee returns, they can resume their duties where they left off before taking vacation. Managers will work with employees to delegate job-specific duties that must be completed while the employee is on vacation to maintain workflow and productivity. Employees should not be reluctant to take vacation due to workload, unless there are limitations or restrictions because of a due date, project priority, scheduling conflict, or unforeseen circumstance that prevent an employee from taking a vacation at a specific time requested.

### **Overtime**

Hours worked outside an employee's standard hours may lead to overtime hours. Overtime may be requested or required in certain situations to ensure work is completed; however, employees should not work overtime unless directed by their manager. Please see the overtime policy for guidelines on overtime.

### **Mental Health Support**

The Municipality of West Grey recognizes that the workplace plays a significant role in managing and supporting mental health and understands that deterioration of mental health and wellness can be triggered by excess pressures at work or at home and result in lowered work performance and harm to one's physical and mental condition.

The Municipality of West Grey will support mental health by:

- minimizing work-related sources of stress;
- addressing internal factors that contribute to burnout;
- regularly assessing workload, productivity, and expectations;
- promoting work–life balance;
- helping employees recognize the signs and symptoms of mental health issues;
- having an open-door policy for communication and ensure employees are comfortable talking to their manager about mental health concerns;
- treating mental health with the same level of importance as physical health and safety;
- conducting risk assessments to identify workplace factors that worsen or improve mental health; and
- providing employees with the assistance and access to resources they need to support their mental health (such as employee assistance programs, accommodations, and so on).

Employee Sign Off

**Acknowledgement and Agreement**

I, \_\_\_\_\_, acknowledge that I have read and understand the Right to Disconnect Policy of Municipality of West Grey. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_



## Schedule "A" to Bylaw 56-2022

### Rzone Policy - Respect & Responsibility

#### Purpose:

The Corporation of the Municipality of West Grey (the Municipality) is committed to fostering an environment where there is Respect for yourself; Respect for others; and Responsibility for your actions. The Municipality discourages any form of inappropriate behaviour at all Municipal recreation programs, facilities, parks and trails, in written or verbal communications (including email or phone), or at any other location where Municipal staff are present.

The purpose of this policy is to promote a positive, safe and supportive environment for all members of the public and staff. In addition, this policy will encourage respectful, committed and considerate relationships between the Municipality and members of the public. The Municipality of West Grey's recreational programs, facilities, parks and trails exist to provide residents with opportunities to participate in sport and recreational activities.

The Municipality has many community-based programs and facilities that are utilized by citizens. These community-minded citizens contribute greatly to the quality of life in West Grey. The Municipality endeavours to ensure that they too, have the ability to volunteer in a safe and positive environment.

Included in this commitment is an understanding that organizations and the general public using Municipality of West Grey property, facilities, and programs must take primary responsibility for the behaviour of all associated with them: participants, officials, spectators, patrons, parents, etc.

This policy outlines the measures and enforcement steps to be taken in order to address inappropriate behaviour.



**Definitions:**

For the purpose of this policy:

"vandalism" is defined as the malicious, willful, and deliberate destruction, damage or defacing of property.

"Lewd, illegal or offensive materials" would include pornography, violent acts, indecency, hate, illegal gambling, profanity



**Policy:**

This Policy applies to all Municipality of West Grey property, facilities, and programs and to all patrons, guests, and staff as well as activities that are structured (i.e. permit issued) and unstructured (i.e. no permit issued).

No form of vandalism, violence or indecency, including viewing, producing or exhibiting lewd, illegal or offensive materials are acceptable on properties, or in facilities.

Staff is not expected to put themselves at risk or jeopardize anyone's safety when dealing with any real or perceived situation. If at any time staff feels threatened, they are to call the West Grey Police Service (police) for assistance. Inappropriate behaviour or actions for the purpose of this policy includes, but is not limited to, the following behaviours:

- a) Aggressive or intimidating approaches to another individual (verbal assault)
- b) Threats
- c) Attempts to goad or incite anger in others
- d) Throwing of articles in a deliberate or aggressive manner
- e) Physical striking of another individual
- f) Theft of property
- g) Possession of weapons
- h) Illegal consumption of alcohol or drugs
- i) Contravention of Municipal by-laws, policies, or procedures
- j) Vandalism: the deliberate destruction, damage or defacing of property owned or leased through the Municipality
- k) Harassment: "engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome" as defined by the Ontario Human Rights Code or under Bill 168.

If the nature of an issue is known in advance to be contentious (at a meeting, event, or any other location where Municipal staff is present) staff is to alert the police. Depending on the nature of the issue, staff may request the attendance of the police.

This procedure is designed to provide members of the public and staff with a positive approach to promoting appropriate behaviour and actions.



**Procedure:**

**Reporting an incident - where staff has witnessed an incident.**

**When instances of inappropriate behaviour or actions occur, staff shall act in the following manner:**

- 1) Report acts of inappropriate behaviour to the most senior staff person present at the incident.
- 2) Without jeopardizing anyone's safety, advise the identified individual(s) to stop the activity immediately or they will be asked to leave ("verbal warning").
- 3) If the individual(s) does not co-operate, inform the individual(s) that they are now trespassing and the police will be called.
- 4) If the individual(s) refuses to leave, do not engage in an argument or physical confrontation. Call the police, and wait for them to arrive while ensuring that you and any others in jeopardy, are in a safe location.
- 5) Prepare an Rzone Incident Report (Appendix A) on all incidents addressed in this policy.

**Reporting an incident - where staff is receiving inappropriate written or verbal communication.**

**When instances of inappropriate behaviour or actions occur, staff shall act in the following manner:**

- 1) Report acts of inappropriate behavior to the department head, supervisor, or designate within 24 hours of inappropriate written or verbal communication.
- 2) Advise the individual to stop the inappropriate activity immediately or you will end the communication.
- 3) If the individual does not co-operate, inform the individual that you are ending the communication, and do not reply to any further attempts made by the individual to contact you.
- 4) Prepare an Rzone Incident Report (Appendix A) on all incidents addressed in this policy.

**Reporting an incident - where staff has not witnessed an incident being reported. When instances of inappropriate behaviour or actions are reported to staff, staff shall act in the following manner:**

- 1) Report any act(s) of inappropriate behavior to the department head or





- designate within 24 hours of the incident being reported.
- 2) Prepare an Rzone Incident Report (Appendix A) on all incidents addressed in this policy.



**Members of the public are to report acts of inappropriate behaviour to a municipal staff member within 24 hours of the incident.**

The Municipality's primary concern is the safety of staff and members of the public. If at any time staff or members of the public feel personally threatened, they are to call the police immediately. It is **NOT** the expectation that staff or members of the public put themselves at risk or jeopardize anyone's safety when dealing with any perceived or real situation.

West Grey Police Service Non-Emergency Contact: 519-369-3046

Emergency Contact: 911

### **Reporting process and who will be notified**

- 1) Staff shall fill out an Rzone Incident Report (Appendix A) within 24 hours of the incident.
- 2) A copy of the Rzone Incident Report should be forwarded to the department head or his/her designate within 48 hours of the incident.
- 3) The department head or his/her designate should provide notice to the identified individual of action to be taken, within 14 days of the incident.
- 4) Appropriate staff will be notified of any individual(s) who has been subject to remedial action under this policy as well as the action taken.
- 5) The department will keep the original RZone Incident Report on file, in accordance with the municipal retention bylaw.

### **Consequences of Non-Compliance**

- 1) Individuals who engage in any inappropriate behaviour, as defined in this procedure, may, depending on the severity, be removed immediately from the premises. A "Letter of Warning" (Appendix C) may be sent to an individual advising them of appropriate behaviour. If necessary, a "Letter of Trespass" (Appendix D) will be sent to the individual(s). Length of the ban will be determined by the department head or designate, and will depend on the severity of the situation. Enforcement guidelines are referenced in Appendix B.
- 2) In addition to any other measures taken, where any damage to municipal property has occurred, the individual(s) responsible will be required to reimburse the Municipality for all costs associated with any



repairs, an administration fee, as well as any lost revenues or where appropriate, be required to repair the damage.

## **Appeal Process**

- 1) If an individual wishes to appeal any action taken by the Municipality , the individual may present their case in writing, to the Clerk (or designate), within 14 days of the decision. A \$200 fee must accompany all appeals and will be refunded if the original decision is overturned. If the original decision remains in effect, the \$200 fee is not refundable to the individual.
- 2) The appeal will be reviewed by Clerk (or designate) along with the department head or supervisor for a discussion and final decision.

## **Definitions**

*Notice* - where there has been a violation of this procedure, a letter may be issued to the identified individual providing details of the specific behaviour that is not tolerated and any action to be taken.

## **Action To Be Taken - depending on the severity of the incident**

- a) A "Letter of Warning" (Appendix C) may be issued to the identified individual for any behaviour that is in violation of this policy.
- b) For incidents where behaviour is grossly inappropriate or threatening to another member of the public or staff or for repeated incidents, a "Letter of Trespass" (Appendix D) may be issued to the identified individual indicating that further participation is no longer welcome. A temporary or permanent ban is to be determined by the manager or supervisor in consultation with the department head.

## **Responsibilities**

- 1) Staff and participants are responsible for behaving and acting in a manner that respects the rights of others in order to promote an environment that can be enjoyed by all.
- 2) The municipality shall work in partnership with the community to ensure everyone has the opportunity to enjoy a respectful and positive environment.
- 3) Training and education by the Municipality of West Grey will be provided to staff to support the procedure.
- 4) Each municipal department is responsible for monitoring violations of this policy and following up with appropriate staff as necessary



## APPENDIX B

### Rzone - Enforcement Guidelines



Respect and Responsibility

The following chart represents guidelines, and outlines the consequences for acts of inappropriate behaviour at all municipal properties, facilities, and programs, in written or verbal communication (including email or phone), where municipal staff are present.

It is understood that these guidelines do not include all types of behaviour, that each incident will be reviewed based on information available, and that consequences outlined below are guidelines that may be adjusted to reflect conduct/actions. Consequences may be more severe or escalated depending on the circumstances of the inappropriate conduct.

Time banned is from all municipal properties, facilities, parks and programs, or any other location where municipal staff are present. Inappropriate written or verbal communication will not be tolerated. Action will be taken as necessary.

Incident	1 <sup>st</sup> Occurrence	2 <sup>nd</sup> Occurrence	Any subsequent occurrences
<ul style="list-style-type: none"> <li>• <b>Aggressive or intimidating approaches to another individual (verbal assault)</b></li> <li>• <b>Attempts to goad or incite anger in others</b></li> </ul>	Letter of warning	Minimum 3 month ban and review to determine if further consequences are warranted	Minimum 1 year ban and review to determine if further consequences are warranted
<ul style="list-style-type: none"> <li>• <b>Threats</b></li> <li>• <b>Harassment</b></li> </ul>	Minimum 3 month ban	Minimum 6 month ban and review to determine if further consequences are warranted	Minimum 3 year ban and review to determine if further consequences are warranted
<ul style="list-style-type: none"> <li>• <b>Throwing of articles in a deliberate/aggressive manner</b></li> <li>• <b>Physical striking of another individual</b></li> <li>• <b>Illegal consumption of alcohol or drugs</b></li> <li>• <b>Possession of weapons</b></li> </ul>	Minimum 6 month ban	Minimum 1 year ban and review to determine if further consequences are warranted	Minimum 3 year ban and review to determine if further consequences are warranted
<ul style="list-style-type: none"> <li>• <b>Vandalism to building or property/theft</b></li> </ul>	Minimum 1 month ban plus payment of repair costs and 20% administration fee	Minimum 6 month ban plus payment of repair costs and 20% administration fee and review to determine if further consequences are warranted	Minimum 3 year ban plus payment of repair costs and 20% administration fee and review to determine if further consequences are warranted

# 2023 Draft budget A

	Neustadt	Ayton	Durham	2023	2022	2021 Approved	\$\$ BUDGET Variance	% BUDGET CHANGE
<b>REVENUE</b>								
Development Charges					(5,000.00)	(5,000)	0.00	1.00
Annual Provincial Grant					(24,190.00)	(24,190)	0.00	1.00
West Grey Levy							0.00	#DIV/0!
Interest revenue						0	0.00	#DIV/0!
Int Revenue - Provincial					(800.00)	(800)	0.00	1.00
Donations						0	0.00	#DIV/0!
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						(1,250)	(1,250.00)	0.00
Member card revenue						0	0.00	#DIV/0!
<b>TOTAL REVENUES</b>					<b>(32,490.00)</b>	<b>(33,740)</b>	<b>(1,250)</b>	<b>0.96</b>
<b>EXPENDITURES</b>								
Lib. Wages					407,422.00	289,342	118,080.00	0.41
Lib. Benefits					94,514.00	58,397	36,117.00	0.62
254-2029 COVID expenses					750.00	1,500	(750.00)	-0.50
254-2011 Lib. Supplies & Materials					2,500.00	1,500	1,000.00	0.67
254-2012 Volunteer Recognition					500.00	500	0.00	0.00
254-2020 General Membership					450.00	400	50.00	0.13
254-2013 Advertising/Marketing/Promotion					1,000.00	1,000	0.00	0.00
254-2015 Building (Fire inspection, Mats, AEDs)					4,500.00	4,000	500.00	0.13
254-2021 Mileage/Courier					800.00	800	0.00	0.00
254-2022 Durham Copier Lease					2,000.00	2,000	0.00	0.00
254-2023 Program Development (hall rentals too)					5,000.00	3,598	1,402.00	0.39
254-2019 ILLO Expenses					500.00	500	0.00	0.00
254-2026 E-Resources (OverDrive, Kanopy, NicheAcademy)					11,000.00	6,800	4,200.00	0.62
254-2027 KOHA support					5,200.00	5,200	0.00	0.00
254-2028 IT Support					3,000.00	2,500	500.00	0.20
254-2035 Hardware - Equipment Maintenance					2,500.00	3,485	(985.00)	-0.28
254-2036 Software - Automation					5,000.00	5,000	0.00	0.00
254-2043 Book Processing					4,000.00	3,000	1,000.00	0.33
254-2044 Books					25,000.00	23,000	2,000.00	0.09
254-2045 Collection (DVDs, Periodicals, CDs)					4,000.00	3,000	1,000.00	0.33
254-2077 Training - Conference, online courses					4,000.00	2,500	1,500.00	0.60
254-2051 Security					1,500.00	1,400	100.00	0.07
255-3010 GH contract					16,133.00	16,133	0.00	0.00
255-3011 Municipal Admin. Costs					3,400.00	3,400	0.00	0.00
					<b>604,669.00</b>	<b>438,955</b>	<b>165,714.00</b>	<b>38%</b>
Water/Sewer	\$ 580.00	\$ 150.00	\$ 700.00		1,430.00	1,430	0.00	0.00
Heat	\$ 2,000.00	\$ 1,800.00	\$ 1,200.00		5,000.00	5,000	0.00	0.00
Hydro	\$ 800.00	\$ 1,100.00	\$ 3,000.00		4,900.00	4,900	0.00	0.00
Telephone/Fax	\$ 400.00	\$ 400.00	\$ 1,500.00		2,300.00	2,300	0.00	0.00
Internet	\$ 800.00	\$ 950.00	\$ 5,000.00		6,750.00	6,750	0.00	0.00
Insurance	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00		4,800.00	4,800	0.00	0.00
Lot/Grass Maintenance	\$ 400.00	\$ 500.00	\$ 1,000.00		1,900.00	1,900	0.00	0.00
Contract Labour	\$ 500.00	\$ 500.00	\$ 5,500.00		6,500.00	6,500	0.00	0.00
	\$ 7,080.00	\$ 7,000.00	\$ 19,500.00		<b>33,580.00</b>	<b>33,580</b>	<b>0.00</b>	
<b>TOTAL EXPENDITURES</b>					<b>638,249.00</b>	<b>472,535</b>	<b>165,714</b>	<b>35%</b>
<b>West Grey Library Levy</b>					<b>605,759.00</b>	<b>438,795</b>	<b>164,464</b>	<b>37%</b>

# 2023 Draft budget B

	Neustadt	Ayton	Durham	2023	2022	2021	\$\$ BUDGET	% BUDGET	
						Approved	Variance	CHANGE	
<b>REVENUE</b>									
Development Charges					(5,000.00)	(5,000)	0.00	1.00	
Annual Provincial Grant					(24,190.00)	(24,190)	0.00	1.00	
West Grey Levy							0.00	#DIV/0!	
Interest revenue						0	0.00	#DIV/0!	
Int Revenue - Provincial					(800.00)	(800)	0.00	1.00	
Donations						0	0.00	#DIV/0!	
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						(1,250)	(1,250.00)	0.00	
Member card revenue						0	0.00	#DIV/0!	
<b>TOTAL REVENUES</b>					<b>(32,490.00)</b>	<b>(33,740)</b>	<b>(1,250)</b>	<b>0.96</b>	
<b>EXPENDITURES</b>									
Lib. Wages					360,301.00	289,342	70,959.00	0.25	
Lib. Benefits					77,907.00	58,397	19,510.00	0.33	
254-2029 COVID expenses					750.00	1,500	(750.00)	-0.50	
254-2011 Lib. Supplies & Materials					2,500.00	1,500	1,000.00	0.67	
254-2012 Volunteer Recognition					500.00	500	0.00	0.00	
254-2020 General Membership					450.00	400	50.00	0.13	
254-2013 Advertising/Marketing/Promotion					1,000.00	1,000	0.00	0.00	
254-2015 Building (Fire inspection, Mats, AEDs)					4,500.00	4,000	500.00	0.13	
254-2021 Mileage/Courier					800.00	800	0.00	0.00	
254-2022 Durham Copier Lease					2,000.00	2,000	0.00	0.00	
254-2023 Program Development (hall rentals too)					5,000.00	3,598	1,402.00	0.39	
254-2019 ILLO Expenses					500.00	500	0.00	0.00	
254-2026 E-Resources (OverDrive, Kanopy, NicheAcademy)					11,000.00	6,800	4,200.00	0.62	
254-2027 KOHA support					5,200.00	5,200	0.00	0.00	
254-2028 IT Support					3,000.00	2,500	500.00	0.20	
254-2035 Hardware - Equipment Maintenance					2,500.00	3,485	(985.00)	-0.28	
254-2036 Software - Automation					5,000.00	5,000	0.00	0.00	
254-2043 Book Processing					4,000.00	3,000	1,000.00	0.33	
254-2044 Books					25,000.00	23,000	2,000.00	0.09	
254-2045 Collection (DVDs, Periodicals, CDs)					4,000.00	3,000	1,000.00	0.33	
254-2077 Training - Conference, online courses					4,000.00	2,500	1,500.00	0.60	
254-2051 Security					1,500.00	1,400	100.00	0.07	
255-3010 GH contract					16,133.00	16,133	0.00	0.00	
255-3011 Municipal Admin. Costs					3,400.00	3,400	0.00	0.00	
					<b>540,941.00</b>	<b>438,955</b>	<b>101,986.00</b>	<b>23%</b>	
Water/Sewer	\$ 580.00	\$ 150.00	\$ 700.00		1,430.00	1,430	0.00	0.00	
Heat	\$ 2,000.00	\$ 1,800.00	\$ 1,200.00		5,000.00	5,000	0.00	0.00	
Hyrdo	\$ 800.00	\$ 1,100.00	\$ 3,000.00		4,900.00	4,900	0.00	0.00	
Telephone/Fax	\$ 400.00	\$ 400.00	\$ 1,500.00		2,300.00	2,300	0.00	0.00	
Internet	\$ 800.00	\$ 950.00	\$ 5,000.00		6,750.00	6,750	0.00	0.00	
Insurance	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00		4,800.00	4,800	0.00	0.00	
Lot/Grass Maintenance	\$ 400.00	\$ 500.00	\$ 1,000.00		1,900.00	1,900	0.00	0.00	
Contract Labour	\$ 500.00	\$ 500.00	\$ 5,500.00		6,500.00	6,500	0.00	0.00	
	\$ 7,080.00	\$ 7,000.00	\$ 19,500.00		33,580.00	33,580	0.00		
<b>TOTAL EXPENDITURES</b>					<b>574,521.00</b>	<b>472,535</b>	<b>101,986</b>	<b>22%</b>	
<b>West Grey Library Levy</b>					<b>542,031.00</b>	<b>438,795</b>	<b>100,736</b>	<b>23%</b>	