

West Grey Public Library Board

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

Agenda

November 9, 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 – October 12, 2022
 - b. Accounts Payable – A/P Voucher October - \$25,099.42Recommendation: 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. Matters arising from the minutes
 - a. Board legacy document
 - b. 2023 draft budget
 - i. Moved by and seconded by THAT the West Grey Library Board approve the 2023 budget.
7. Librarian' s report
8. Report from Council members'
9. Other business
 - a. Policies (Motion to approve)
 - i. OP-12 Circulation Policy
 - ii. FN-05 Truth and Reconciliation
 - iii. FN-06 Diversity and Inclusion
 - iv. GOV-05 Policy Development
 1. Moved by and seconded by THAT the West Grey Library Board adopt policies OP-12, FN-05, FN-06 and GOV-05

West Grey Public Library Board

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

- b. 2023-2033 Capital budget
 - i. Moved by and seconded by THAT the West Grey Library Board approve the 2023-2033 Capital budget. a.
 - ii. Moved by and seconded by THAT the West Grey Library Board keep \$4,000 from the 2022 capital to pay for Neustadt window and Durham kitchen cabinets if not completed by the end of 2022.
 - c. Council presentation – Dec 14
10. Closed session
- a. To discuss matters about an identifiable individual
 - i. Moved by and seconded by THAT the West Grey Public Library Board move into closed session at p.m.,

Be it resolved that the West Grey Public Library Board, does now go into a closed session to discuss personnel matters.

Moved by and seconded by THAT the West Grey Public Library Board hereby returns to open session at p.m.

(Chair Malcolm Beddoe confirmed that only closed session items identified were discussed in closed session.)
11. Open Discussion (15 min)
12. Next Meeting – Wednesday December 14, 2022, 7pm
13. Adjournment

5a

West Grey Public Library Board Minutes

October 12, 2022
West Grey Public Library

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

Absent: Beth Hamilton

1. Call to Order

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

2. Agenda approved

Moved by Boyde Colwell and seconded by Liz Murray THAT the Agenda be approved.
Motion carried.

3. Declaration of Interest

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

4. Correspondence

None

5. Consent Agenda

Moved by Boyde Colwell and seconded by Tyler Barlow THAT the West Grey Public Library Board adopt items A and B on the consent agenda.
Motion carried.

6. Librarian's Report

Discussion was held on Stephen Abrams three building block.

Moved by Tyler Barlow and seconded by Boyde Colwell THAT the West Grey Public Library Board contacts Stephen Abrams to request a quote to help plan next steps of service review within this budget year.
Motion carried.

Moved by Tyler Barlow and seconded by Boyde Colwell to accept the Librarians report.

West Grey Public Library Board Minutes

October 12, 2022
West Grey Public Library

Motion carried.

7. Matters arising from the minutes

Kim and Beth will draft the Board Legacy document for review at the November board meeting. Board members are to send comments to be added to the document.

8. Report from Council members'

Stephen reported that the Council is finishing projects. There will be an opportunity for comment on the Official Plan, 15 December.

9. Other business

The board will consider using reserves to pay for Stephen Abrams.

Stephen commented that Amortization of Capital shows under Expenses in the Auditor's Report so it should also show under the budget.

Moved by Stephen Townsend and seconded by Boyde Colwell THAT the West Grey Public Library Board accept the Auditor's Report.

Motion carried.

The library will be closed between Christmas and New Year's.
December 26th – December 31st.

Moved by Tyler Barlow and seconded by Boyde Colwell THAT the West Grey Public Library Board approve the following operation policies:

OP-02, OP-08, OP-09, OP-12, OP-15, OP-16, OP-18 and OP-26.

Motion carried.

Moved by Tyler Barlow and seconded by Liz Murray THAT the West Grey Public Library Board adopt Municipal Bylaw 56-2022 R-Zone Policy – Respect & Responsibility and D-1.9 Right to Disconnect.

Motion carried.

Discussion was held on the 2023 budget.

Kim to prepare a 5-year budget plan showing amount needed each year as per the recommendations in the service review.

West Grey Public Library Board Minutes

October 12, 2022
West Grey Public Library

Based on the Strategic Service Review just completed, there is a catch up required due to increase in previous years being so low.

10. Open discussion

11. Next Meeting – Wednesday November 9th, at 7pm, Durham branch.

12. Adjournment - Motion to adjourn the meeting at 9:04 pm by Boyde Colwell.

Chair:

Date:

DRAFT

MUNICIPALITY OF WEST GREY
LIBRARY - WEST GREY



GL5410
Date : Nov 01, 2022

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For Period Ending 31-Oct-2022

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
LIBRARY				
OPERATING REVENUES				
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	(4,574.58)	0.00	4,574.58	0.00
Library Revenue	(2,675.01)	(1,250.00)	1,425.01	214.00
Service Fees Revenue	(1,050.25)	(1,250.00)	(199.75)	84.02
Fines Revenue	(21.75)	0.00	21.75	0.00
Member Card Revenue	(52.00)	0.00	52.00	0.00
Total OPERATING REVENUES	(448,504.56)	(472,535.00)	(24,030.44)	94.91
OPERATING EXPENSES				
Wages	225,221.50	289,342.00	64,120.50	77.84
Benefits	53,718.76	58,397.00	4,678.24	91.99
Materials & Supplies	709.65	1,500.00	790.35	47.31
Office Supplies	2,915.23	1,500.00	(1,415.23)	194.35
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	5,212.46	4,000.00	(1,212.46)	130.31
Mileage/Courier	655.12	800.00	144.88	81.89
Copier Lease	1,626.33	2,000.00	373.67	81.32
Program Development	3,714.76	3,598.00	(116.76)	103.25
ILLO Expense	34.04	500.00	465.96	6.81
E-Resources	8,130.44	6,800.00	(1,330.44)	119.57
KOHA Support	4,611.76	5,200.00	588.24	88.69
IT Support	3,276.11	2,500.00	(776.11)	131.04
Hardware	2,425.77	3,485.00	1,059.23	69.61
Software	4,077.15	5,000.00	922.85	81.54
Book Processing Fee	3,357.06	3,000.00	(357.06)	111.90
Books	23,211.64	23,000.00	(211.64)	100.92
Collections	954.91	3,000.00	2,045.09	31.83
Periodicals	530.84	0.00	(530.84)	0.00
Conference/Training	964.13	2,500.00	1,535.87	38.57
Security	1,050.70	1,400.00	349.30	75.05
Library Board	32,762.14	19,533.00	(13,229.14)	167.73
Total OPERATING EXPENSES	380,889.18	438,955.00	58,065.82	86.77
BRANCH EXPENSES				
NEUSTADT BRANCH EXPENSES	6,902.36	7,080.00	177.64	97.49
NORMANBY BRANCH EXPENSES	5,820.80	7,000.00	1,179.20	83.15
DURHAM BRANCH EXPENSES	17,334.86	19,500.00	2,165.14	88.90
Total BRANCH EXPENSES	30,058.02	33,580.00	3,521.98	89.51
Total LIBRARY	(37,557.36)	0.00	37,557.36	0.00

MUNICIPALITY OF WEST GREY
LIBRARY - WEST GREY



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For Period Ending 31-Oct-2022

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
LIBRARY				
OPERATING REVENUES				
Transfer from Reserves				
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
Grants Province				
2-4-4000-5300 Grants Province	0.00	(24,190.00)	(24,190.00)	0.00
Total Grants Province	0.00	(24,190.00)	(24,190.00)	0.00
West Grey Levy				
2-4-0900-5302 Grants/Levies West Grey	(440,045.00)	(440,045.00)	0.00	100.00
Total West Grey Levy	(440,045.00)	(440,045.00)	0.00	100.00
Interest Revenue				
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
Prov Revenue - Connectivity				
2-4-4000-5310 Lib Prov Revenue - Connectivity	0.00	(800.00)	(800.00)	0.00
Total Prov Revenue - Connectivity	0.00	(800.00)	(800.00)	0.00
Donations				
2-4-2000-5350 Library Donations Neustadt	(400.50)	0.00	400.50	0.00
2-4-4000-5350 Library Donations Durham	(2,126.70)	0.00	2,126.70	0.00
2-4-4000-6500 Library Donations - Friends of Library	(2,047.38)	0.00	2,047.38	0.00
Total Donations	(4,574.58)	0.00	4,574.58	0.00
Library Revenue				
2-4-2000-5410 Library Revenue Neustadt	(17.50)	0.00	17.50	0.00
2-4-4000-5410 Library Revenue Durham	(2,657.51)	(1,250.00)	1,407.51	212.60
Total Library Revenue	(2,675.01)	(1,250.00)	1,425.01	214.00
Service Fees Revenue				
2-4-2000-5411 Library Rev Service Fees Neustadt	(37.25)	0.00	37.25	0.00
2-4-3000-5411 Library Rev Service Fees Normanby	(38.75)	0.00	38.75	0.00
2-4-4000-5411 Library Rev Service Fees Durham	(974.25)	(1,250.00)	(275.75)	77.94
Total Service Fees Revenue	(1,050.25)	(1,250.00)	(199.75)	84.02
Fines Revenue				
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
Member Card Revenue				
2-4-2000-5414 Library Rev Member Card Neustadt	(4.00)	0.00	4.00	0.00
2-4-4000-5414 Library Revenue Member Card Durham	(48.00)	0.00	48.00	0.00
Total Member Card Revenue	(52.00)	0.00	52.00	0.00
Total OPERATING REVENUES	(448,504.56)	(472,535.00)	(24,030.44)	94.91
OPERATING EXPENSES				
Wages				
2-5-4000-1010 Lib Wages Durham	225,221.50	289,342.00	64,120.50	77.84

MUNICIPALITY OF WEST GREY
LIBRARY - WEST GREY



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For Period Ending 31-Oct-2022

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
LIBRARY				
Total Wages	225,221.50	289,342.00	64,120.50	77.84
Benefits				
2-5-4000-1015 Lib Benefits Durham	53,718.76	58,397.00	4,678.24	91.99
Total Benefits	53,718.76	58,397.00	4,678.24	91.99
Materials & Supplies				
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
Office Supplies				
2-5-4000-2011 Lib Office Supplies Durham	2,915.23	1,500.00	(1,415.23)	194.35
Total Office Supplies	2,915.23	1,500.00	(1,415.23)	194.35
Volunteer Recognition				
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
General Memberships				
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
Advertising				
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
Building Maintenance				
2-5-4000-2015 Lib Bldg Maintenance Durham	5,212.46	4,000.00	(1,212.46)	130.31
Total Building Maintenance	5,212.46	4,000.00	(1,212.46)	130.31
Mileage/Courier				
2-5-4000-2021 Courier Mileage/Compensation	655.12	800.00	144.88	81.89
Total Mileage/Courier	655.12	800.00	144.88	81.89
Copier Lease				
2-5-4000-2022 Lib. Durham Copier Lease	1,626.33	2,000.00	373.67	81.32
Total Copier Lease	1,626.33	2,000.00	373.67	81.32
Program Development				
2-5-4000-2023 Program Development Durham	3,714.76	3,598.00	(116.76)	103.25
Total Program Development	3,714.76	3,598.00	(116.76)	103.25
ILLO Expense				
2-5-4000-2019 Lib ILLO Expense	34.04	500.00	465.96	6.81
Total ILLO Expense	34.04	500.00	465.96	6.81
E-Resources				
2-5-4000-2026 Library E-Resources (Overdrive/e-book)	8,130.44	6,800.00	(1,330.44)	119.57
Total E-Resources	8,130.44	6,800.00	(1,330.44)	119.57
KOHA Support				

MUNICIPALITY OF WEST GREY
LIBRARY - WEST GREY



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For Period Ending 31-Oct-2022

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
LIBRARY				
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
IT Support				
2-5-4000-2028 Library - IT support	3,276.11	2,500.00	(776.11)	131.04
Total IT Support	3,276.11	2,500.00	(776.11)	131.04
Hardware				
2-5-4000-2035 Library Hardware - Computer Purchase	2,425.77	3,485.00	1,059.23	69.61
Total Hardware	2,425.77	3,485.00	1,059.23	69.61
Software				
2-5-4000-2036 Library Software - database,website,etc	4,077.15	5,000.00	922.85	81.54
Total Software	4,077.15	5,000.00	922.85	81.54
Book Processing Fee				
2-5-4000-2043 Lib. Durham Book Processing Fees	3,357.06	3,000.00	(357.06)	111.90
Total Book Processing Fee	3,357.06	3,000.00	(357.06)	111.90
Books				
2-5-4000-2044 Lib Purchase Books Durham	23,211.64	23,000.00	(211.64)	100.92
Total Books	23,211.64	23,000.00	(211.64)	100.92
Collections				
2-5-4000-2045 Lib Collections-DVDs, periodicals,etc	954.91	3,000.00	2,045.09	31.83
Total Collections	954.91	3,000.00	2,045.09	31.83
Periodicals				
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
Conference/Training				
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
Security				
2-5-4000-2051 Library - Security Expense	1,050.70	1,400.00	349.30	75.05
Total Security	1,050.70	1,400.00	349.30	75.05
Library Board				
2-5-5000-3010 Library Other Pymts Grey Highlands	16,133.34	16,133.00	(0.34)	100.00
2-5-5000-3011 Admin Costs West Grey	16,628.80	3,400.00	(13,228.80)	489.08
Total Library Board	32,762.14	19,533.00	(13,229.14)	167.73
Total OPERATING EXPENSES	380,889.18	438,955.00	58,065.82	86.77
BRANCH EXPENSES				
NEUSTADT BRANCH EXPENSES				
2-5-2000-2008 Lib Utilities Water/Sewer Neustadt	525.84	580.00	54.16	90.66
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	480.60	800.00	319.40	60.08
2-5-2000-2016 Lib Telephone/Fax Neustadt	259.74	400.00	140.26	64.94

MUNICIPALITY OF WEST GREY
LIBRARY - WEST GREY



GL5410

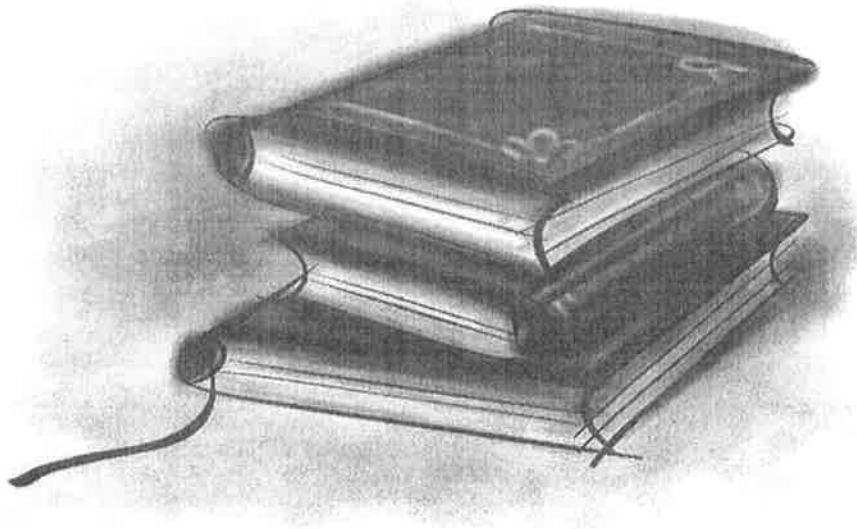
Date : Nov 01, 2022

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Time : 1:37 pm

For Period Ending 31-Oct-2022

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
LIBRARY				
2-5-2000-2017 Lib Internet Neustadt	884.76	800.00	(84.76)	110.60
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	656.93	400.00	(256.93)	164.23
2-5-2000-3011 Lib Contract Labour Neustadt	0.00	500.00	500.00	0.00
Total NEUSTADT BRANCH EXPENSES	6,902.36	7,080.00	177.64	97.49
NORMANBY BRANCH EXPENSES				
2-5-3000-2008 Lib Utilities Water/Sewer Normanby	136.60	150.00	13.40	91.07
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	974.06	1,100.00	125.94	88.55
2-5-3000-2016 Lib Telephone/Fax Normanby	232.63	400.00	167.37	58.16
2-5-3000-2017 Lib Internet Normanby	788.14	950.00	161.86	82.96
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	254.40	500.00	245.60	50.88
2-5-3000-3011 Lib Contract Labour Normanby	0.00	500.00	500.00	0.00
Total NORMANBY BRANCH EXPENSES	5,820.80	7,000.00	1,179.20	83.15
DURHAM BRANCH EXPENSES				
2-5-4000-2008 Lib Utilities Water/Sewer Durham	480.60	700.00	219.40	68.66
2-5-4000-2009 Lib Utilities Heat Durham	1,054.29	1,200.00	145.71	87.86
2-5-4000-2014 Lib Utilities Hydro Durham	2,744.80	3,000.00	255.20	91.49
2-5-4000-2016 Lib Telephone/Fax Durham	1,208.10	1,500.00	291.90	80.54
2-5-4000-2017 Lib Connectivity/Internet	3,461.28	5,000.00	1,538.72	69.23
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	508.80	1,000.00	491.20	50.88
2-5-4000-3011 Lib Durham Contract Wages	6,053.59	5,500.00	(553.59)	110.07
Total DURHAM BRANCH EXPENSES	17,334.86	19,500.00	2,165.14	88.90
Total BRANCH EXPENSES	30,058.02	33,580.00	3,521.98	89.51
Total LIBRARY	(37,557.36)	0.00	37,557.36	0.00



MUNICIPALITY OF WEST GREY

LIBRARY BOARD MEETING

Wednesday, Nov. 9th, 2022



A/P VOUCHER 2022
October - \$25,099.42

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



AP5130

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Date : Nov 01, 2022

Time : 11:05 am

Vendor : @HO00001 To ZZZ91192

Batch : 284 To 284

Department : All

Cheque Print Date : 01-Oct-2022 To 31-Oct-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 2000 Library Expense Neustadt

MUN20094 MUNICIPALITY OF WEST GREY

511 MILL SEP' 3rd Qtr wtr/swr for Neustadt Library 284 20-Oct-2022 20-Oct-2022
 2-5-2000-2008 Lib Utilities Water/Sewer Neustadt 229.77

S&19029 S & E LAWN CARE & SNOW REMOVAL LTD

2022-0842 LIBI Library grass cutting Sept.1-15 (D-3/Nby-2/Neu-2) 284 20-Oct-2022 20-Oct-2022
 2-5-2000-2050 Lib Neustadt Lot/Grass Maintenance 40.68

2022-0912 LIB Library grass cutting Sept.21-29 (2 cuts each) 284 20-Oct-2022 20-Oct-2022
 2-5-2000-2050 Lib Neustadt Lot/Grass Maintenance 40.68

Department Totals : 311.13

DEPARTMENT 3000 Library Expense Normanby

S&19029 S & E LAWN CARE & SNOW REMOVAL LTD

2022-0842 LIBI Library grass cutting Sept.1-15 (D-3/Nby-2/Neu-2) 284 20-Oct-2022 20-Oct-2022
 2-5-3000-2050 Lib Nby Lot/Grass Maintenance 28.24

2022-0912 LIB Library grass cutting Sept.21-29 (2 cuts each) 284 20-Oct-2022 20-Oct-2022
 2-5-3000-2050 Lib Nby Lot/Grass Maintenance 28.24

SGS12007 SGS LAKEFIELD RESEARCH LTD

11542077 LIBR Sept. 20 water testing @ 610 Alfred Str Ayton - Library portion 284 20-Oct-2022 20-Oct-2022
 2-5-3000-2008 Lib Utilities Water/Sewer Normanby 12.80

Department Totals : 69.28

DEPARTMENT 4000 Library Expense Durham

AMA00001 AMAZON.COM.CA INC

CA21438SEPV Sept. 30 : super size solid yarn 284 20-Oct-2022 20-Oct-2022
 2-5-4000-2023 Program Development Durham 13.25

CA218ZLF5Y7I Sept. 30 Double 6 Dominos game set 284 20-Oct-2022 20-Oct-2022
 2-5-4000-2023 Program Development Durham 22.59

CA21U67JIBI Sept. 28 DVD : Elvis 284 20-Oct-2022 20-Oct-2022
 2-5-4000-2045 Lib Collections-DVDs, periodicals,etc 22.54

CA227558JPAI Sept. 28 DVD : 'The Unbearable Weight of Massive Talent' 284 20-Oct-2022 20-Oct-2022
 2-5-4000-2045 Lib Collections-DVDs, periodicals,etc 25.85

CA2288W2DAI Sept. 30 book order 284 20-Oct-2022 20-Oct-2022
 2-5-4000-2044 Lib Purchase Books Durham 107.35

CA228JLWNAI Sept. 30 tea bags, epsom salt, round labels 284 20-Oct-2022 20-Oct-2022
 2-5-4000-2023 Program Development Durham 61.26

CA23GI3KTOC Sept. 30 paper mache mask DIY 284 20-Oct-2022 20-Oct-2022
 2-5-4000-2023 Program Development Durham 25.87

CA25EA7MFVI Sept. 30 100 pcs cotton drawsting bags 284 20-Oct-2022 20-Oct-2022
 2-5-4000-2023 Program Development Durham 26.88

CA29VOI39XI Sept. 28 DVD : 'The Beatles Get Back Season 1' 284 20-Oct-2022 20-Oct-2022
 2-5-4000-2045 Lib Collections-DVDs, periodicals,etc 34.21

CA2JEWQQVL Sept. 30 100 pcs flat paint brushes 284 20-Oct-2022 20-Oct-2022
 2-5-4000-2023 Program Development Durham 19.20

CA2O56IYU1A Sept. 30 Rani cloves whole 14 oz 284 20-Oct-2022 20-Oct-2022
 2-5-4000-2023 Program Development Durham 18.83

EXC06059 EXCEL BUSINESS SYSTEMS

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



AP5130 Page : 2
 Date : Nov 01, 2022 Time : 11:05 am

Vendor : @HO00001 To ZZZ91192
 Batch : 284 To 284
 Department : All

Cheque Print Date : 01-Oct-2022 To 31-Oct-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				
269997	November copier lease for Durham Library	284	20-Oct-2022	20-Oct-2022	
2-5-4000-2022	Lib. Durham Copier Lease				163.85
460706	September copier read @ Durham Library (3201)	284	20-Oct-2022	20-Oct-2022	
2-5-4000-2011	Lib Office Supplies Durham				243.87
KAN00001 KANOPY INC					
316476-PPU	September Play Credits (29 + 4 + 1 Kseries)	284	20-Oct-2022	20-Oct-2022	
2-5-4000-2026	Library E-Resources (Overdrive/e-books)				79.00
LIB00002 LIBRARY SERVICES CENTRE					
629919	Sept. 30 book order / proc charge	284	20-Oct-2022	20-Oct-2022	
2-5-4000-2043	Lib. Durham Book Processing Fees				32.54
2-5-4000-2044	Lib Purchase Books Durham				161.65
MUN20094 MUNICIPALITY OF WEST GREY					
453 GARAF SE 3rd Qtr wtr/swr for Durham Library		284	20-Oct-2022	20-Oct-2022	
2-5-4000-2008	Lib Utilities Water/Sewer Durham				160.20
MUN20342 MUNICIPALITY OF WEST GREY					
10-94547	CYBRARIAN Corp : Annual subscription License: Oct. 1/22 to Sept. 30/23	284	20-Oct-2022	20-Oct-2022	
2-5-4000-2036	Library Software - database,website,etc				967.70
10-94547 EXC	US exchange rate 1.4164	284	20-Oct-2022	20-Oct-2022	
2-5-4000-2036	Library Software - database,website,etc				402.95
NIH00001 NIHLEN HILARY					
OCT. 6/22	2022/2023 Spiral Celestial planner	284	20-Oct-2022	20-Oct-2022	
2-5-4000-2011	Lib Office Supplies Durham				20.62
SEPT. 2022	Sept. 21 mileage - 34 kms	284	20-Oct-2022	20-Oct-2022	
2-5-4000-2021	Courier Mileage/Compensation				18.53
PET03180 PETTY CASH - TREASURER					
OCT. 2022	Durham Library window cleaning: Sept. 7 + Oct. 5	284	20-Oct-2022	20-Oct-2022	
2-5-4000-3011	Lib Durham Contract Wages				80.00
ROB00006 ECKHARDT KAYLA					
CAN05225769	'Michaels' - Classic Happy Planner for 2023	284	20-Oct-2022	20-Oct-2022	
2-5-4000-2011	Lib Office Supplies Durham				38.35
S&E19029 S & E LAWN CARE & SNOW REMOVAL LTD					
2022-0842 LIB	Library grass cutting Sept.1-15 (D-3/Nby-2/Neu-2)	284	20-Oct-2022	20-Oct-2022	
2-5-4000-2050	Lib Durham Lot/Grass Maintenance				84.75
2022-0912 LIB	Library grass cutting Sept.21-29 (2 cuts each)	284	20-Oct-2022	20-Oct-2022	
2-5-4000-2050	Lib Durham Lot/Grass Maintenance				56.50
2022-0940 LIB	Durham Library cleaning - September (4)	284	20-Oct-2022	20-Oct-2022	
2-5-4000-3011	Lib Durham Contract Wages				519.80
SCO00001 SCOTT KATHLEEN					
SEPT. 27/22	Sept. 27 - Tim cards (4)	284	20-Oct-2022	20-Oct-2022	
2-5-4000-2023	Program Development Durham				40.00
SWA00003 SWAN DUST CONTROL LTD					
6155644	Sept. 28 mat rental @ Durham Library	284	20-Oct-2022	20-Oct-2022	
2-5-4000-2015	Lib Bldg Maintenance Durham				21.47
6166610	Oct. 12 mat rental @ Durham Library	284	20-Oct-2022	20-Oct-2022	
2-5-4000-2015	Lib Bldg Maintenance Durham				21.47

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



AP5130 Page : 3
 Date : Nov 01, 2022 Time : 11:05 am

Vendor : @HO00001 To ZZZ91192
 Batch : 284 To 284
 Department : All

Cheque Print Date : 01-Oct-2022 To 31-Oct-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					
TEC00001	TECH 360				
2022-239	Aug/Sept : Library 'IT' support + Kingston A400 256GB solid state drive (SSD)	284	20-Oct-2022	20-Oct-2022	
2-5-4000-2035	Library Hardware - Computer Purchases				90.39
2-5-4000-2028	Library - IT support				1,337.64
WHI00003 WHITEHOTS INC					
3460828	Sept. 16 book order	284	20-Oct-2022	20-Oct-2022	
2-5-4000-2044	Lib Purchase Books Durham				501.04
3461542	Sept. 22 book order	284	20-Oct-2022	20-Oct-2022	
2-5-4000-2044	Lib Purchase Books Durham				589.63
3461544	Sept. 22 book order	284	20-Oct-2022	20-Oct-2022	
2-5-4000-2044	Lib Purchase Books Durham				87.89
3462919	Processing charges	284	20-Oct-2022	20-Oct-2022	
2-5-4000-2043	Lib. Durham Book Processing Fees				869.91
Department Totals :					6,967.58

DEPARTMENT 5000 West Grey Library Board Expense					
GRE06017	GREY HIGHLANDS PUBLIC LIBRARY				
OCT. 1/22	2022 contract for Library Services	284	20-Oct-2022	20-Oct-2022	
2-5-5000-3010	Library Other Pymts Grey Highlands				16,133.34
Department Totals :					16,133.34

Computer Paid Total : 23,481.33

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



AP5130 Page : 3
 Date : Nov 01, 2022 Time : 11:05am

Vendor : @HO00001 To ZZZ91192
 Batch : 284 To 284
 Department : All

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

Vendor Code 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					
EAS00001	EASTLINK				
18881043	Neustadt Library phone/internet to Oct. 8	284	21-Oct-2022	21-Oct-2022	
2-5-2000-2017	Lib Internet Neustadt				107.29
2-5-2000-2016	Lib Telephone/Fax Neustadt				29.21
19019489	Neustadt Library phone/internet to Nov. 8	284	21-Oct-2022	21-Oct-2022	
2-5-2000-2017	Lib Internet Neustadt				107.29
2-5-2000-2016	Lib Telephone/Fax Neustadt				29.39
WES08001 WESTARIO POWER					
2104950761	Neustadt Library hydro - August	284	21-Oct-2022	21-Oct-2022	
2-5-2000-2014	Lib Utilities Hydro Neustadt				76.98
Department Totals :					350.16

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



AP5130 Page : 4
 Date : Nov 01, 2022 Time : 11:05am

Vendor : @HO00001 To ZZZ91192
 Batch : 284 To 284
 Department : All

EFT Paid Date : 01-Oct-2022 To 31-Oct-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					
DEPARTMENT 3000 Library Expense Normanby					
EAS00001	EASTLINK				
18891076	Nby Library phone/internet/		to Oct. 11		
2-5-3000-2016			Lib Telephone/Fax Normanby		29.48
2-5-3000-2017			Lib Internet Normanby		107.29
HYD15021	HYDRO ONE NETWORKS INC.				
610 ALF OCT.24 Hydro to Sept. 23 @ 610 Alfred Str Ayton - Library portion					
2-5-3000-2014			Lib Utilities Hydro Normanby		122.29
Department Totals :					259.06

DEPARTMENT 4000 Library Expense Durham					
CIB03019	CIBC CREDIT CARD SERVICES				
6065 SEPT. 24/ Sept. Apple i-Cloud storage plan					
2-5-4000-2036			Library Software - database,website,etc		1.46
6065 SEPT. 24/ Aug. 31 'Dream Catcher Promotions' : orange t-shirts + pins					
2-5-4000-2023			Program Development Durham		125.38
6065 SEPT. 24/ Sept.8-15 Canada Post : courier services for Interlibrary loans					
2-5-4000-2019			Lib ILLO Expense		4.27
EAS00001	EASTLINK				
18881043	Neustadt Library		' security to Oct. 8		
2-5-4000-2051			Library - Security Expense		25.88
18891076	Nby Library		security to Oct. 11		
2-5-4000-2051			Library - Security Expense		25.88
19002675	Durham Library phone/internet / security to Oct. 29				
2-5-4000-2051			Library - Security Expense		67.52
2-5-4000-2017			Lib Connectivity/Internet		157.01
2-5-4000-2016			Lib Telephone/Fax Durham		141.35
19019489	Neustadt Library		security to Nov. 8		
2-5-4000-2051			Library - Security Expense		25.88
HYD15021	HYDRO ONE NETWORKS INC.				
453 GARAF OC Durham Library hydro to Sept. 22					
2-5-4000-2014			Lib Utilities Hydro Durham		304.02
UNI21001	ENBRIDGE GAS (UNION GAS)				
453 GARAF OC Durham Library heat to Oct. 17					
2-5-4000-2009			Lib Utilities Heat Durham		130.22
Department Totals :					1,008.87

EFT Paid Total : 1,618.09

Total Unpaid for Approval : 0.00
Total Manually Paid for Approval : 0.00
Total Computer Paid for Approval : 23,481.33
Total EFT Paid for Approval : 1,618.09
Grand Total ITEMS for Approval : 25,099.42

Draft

bb

	Neustadt	Ayton	Durham	2023	2022	\$\$ BUDGET	% BUDGET
					Approved	Variance	CHANGE
REVENUE							
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!
TOTAL REVENUES				(32,490.00)	(33,740)	(1,250)	0.96
EXPENDITURES							
Lib. Wages				351,512.33	289,342	62,170.33	0.21
Lib. Benefits				87,905.12	58,397	29,508.12	0.51
254-2029 COVID expenses				500.00	1,500	(1,000.00)	-0.67
254-2011 Lib. Supplies & Materials				2,500.00	1,500	1,000.00	0.67
254-2012 Volunteer Recognition				400.00	500	(100.00)	-0.20
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)				4,000.00	4,000	0.00	0.00
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)				3,600.00	3,598	2.00	0.00
254-2019 ILLO Expenses				300.00	500	(200.00)	-0.40
254-2026 E-Resources (OverDrive, Kanopy, NicheAcademy)				10,000.00	6,800	3,200.00	0.47
254-2027 KOHA support				5,200.00	5,200	0.00	0.00
254-2028 IT Support				2,500.00	2,500	0.00	0.00
254-2035 Hardware - Equipment Maintenance				3,400.00	3,485	(85.00)	-0.02
254-2036 Software - Automation				5,000.00	5,000	0.00	0.00
254-2043 Book Processing				3,300.00	3,000	300.00	0.10
254-2044 Books				25,500.00	23,000	2,500.00	0.11
254-2045 Collection (DVDs, Periodicals, CDs)				3,000.00	3,000	0.00	0.00
254-2077 Training - Conference, online courses				2,500.00	2,500	0.00	0.00
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
				536,400.45	438,955	97,445.45	22%
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	
TOTAL EXPENDITURES				569,980.45	472,535	97,445	21%
West Grey Library Levy				537,490.45	438,795	96,195	22%

Admin:

The library received donations from the estate of Judith Steeb.

Any library account owing over \$200.00 (lost items) will be added to the tax bills if they own property.

We are working on a small-scale operational fundraising plan. Our plan will be scale over a five-year period. Ex. 1-\$2,500, 2-\$3,000. We will also update our Ways to Contribute pamphlet.

We are working to add library content to the newsletter in the Jan tax bills, and possibly in the July tax bills.

Service Review follow up:

In the new term of the Board, we will continue with the steps laid out in the service review.

Buildings:

I have been waiting to have the Neustadt window replaced, with supply chain issues this hasn't been easy, but we hope to have it done by the end of the year.

Friends of the Library:

Book sale that took place Friday October 21 and Saturday October 22 at the Town Hall was successful.

Board Meeting tasks and actions

BOARD MEETING	TASK/ACTION	WHO	NOTES/ACTIONS	DATE	COMPLETED
	MoU - to CAO	CEO	Jan 2022 - Council Reps requested CAO to work with us July - Follow up with CAO DEFERRED TO NEW COUNCIL	DEFERRED	DEFERRED
SEPT 8, 2021					
	Discuss with CAO & Clerk upcoming selection of Board	CEO	May - CEO discussed with Clerk July - CEO to follow up with Clerk Aug - Followed up with CAO, Board will advertise and use board application	Aug 2022 Discuss in November	
Mar 9, 2022					
	Board evaluation	Board	July - suggestions to Kim, complete and bring to Sept meeting To be sent to Kim before end of October	November	

Board Meeting tasks and actions

May 11, 2022					
	Board Legacy document	Board	July - add consultant's goals Beth and Kim to have a draft by November meeting	November	
October 12, 2022					
	Tangible Capital Assets	Kim	Ask Kerri about expenses and tangible capital assets on auditor's report	November	
	5-year budget plan	Kim		November	



WEST GREY PUBLIC LIBRARY

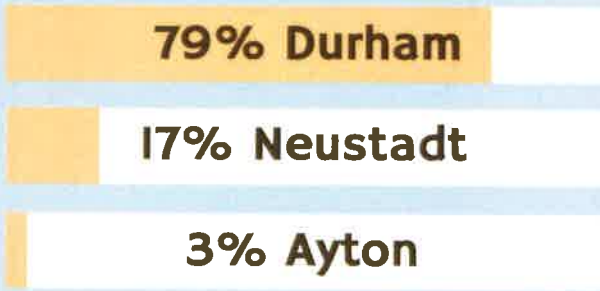
Child & Youth Board Report

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

A
Y
T
O
N

24

 children

D
U
R
H
A
M

665

 children +

377

 caregivers

N
E
U
S
T
A
D
T

37

 children

Did you know?

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



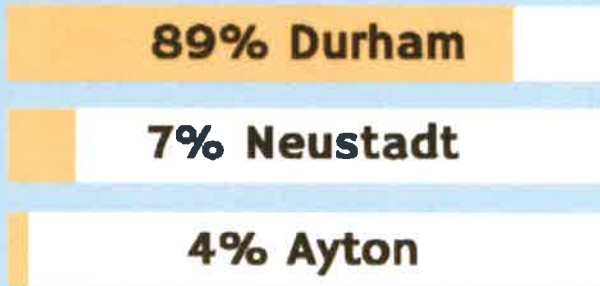
WEST GREY PUBLIC LIBRARY Child & Youth Board Report

JULY - SEPT. | 2022



6445

total child/youth checkouts



Programs Offered:

TD Summer Reading Club:
2858 Books Read!



Storytimes at Municipal Camp

Storytimes in the Park

LEGO Clubs



Library Scavenger Hunts



Grab & Go Craft Kits



Board Game Nights



Puppet Party



How to Draw Cute Animals

59

 programs offered

AYTON

51

children

DURHAM

1067

children +

52

caregivers

NEUSTADT

112

children

Did you know?

We did lots of outreach this summer: we did programs with the Elephant Thoughts day camp each week, and set up our booth at Durham Homecoming and both Fall Fairs!

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	154	19	10	392	55	60	1149	114
Aug	12	158	13	53	91	73	62	1217	93
Sep	7	330	12	57	959	101	73	998	120
Oct	24	510	32	48	835	80	37	1029	93
Nov	30	544	18	57	739	48			
Dec	34	504	16	28	637	102			
	439	6327	563	336	5763	658	469	8788	906

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	146	2988	436
Sep	159	1175	130	183	1676	402	169	3446	249
Oct	100	1885	243	179	2304	364	190	3209	306
Nov	130	2096	273	110	2099	292			
Dec	189	2172	267	70	2185	154			
	1470	20386	2426	1634	21512	3722	1592	27764	3647

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	6	66	4
Sep	Curbside	2	Curbside	4	21	2	4	71	2
Oct	2	60	Curbside	5	37	1	4	65	1
Nov	3	54	Curbside	5	54	4			
Dec	3	44	Curbside	2	54	0			
	44	616	34	27	197	8	41	440	13

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	0	114	0
Sep	0	0	0	1	18	0	3	68	0
Oct	0	6	0	1	39	1	3	67	0
Nov	0	19	0	1	43	0			
Dec	0	12	0	0	12	0			
	12	249	11	3	286	1	11	715	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	0	32	0
Sep	0	10	1	2	15	1	1	24	3
Oct	1	12	0	4	29	1	2	32	3
Nov	0	11	0	3	18	6			
Dec	0	15	0	4	15	0			
	7	131	7	18	142	14	4	245	21

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	70	0	279	60	1201	64
Sep	210	280	72	0	275	48	1038	73
Oct	196	290	89	15	326	96	1217	86
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	0	5	7	2
Oct	0	5	6	2	0	4	9	0	0	6	6	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	52	73	14

Homebound Statistics

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

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

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

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

Social Media Statistics

Facebook Followers					
	2019	2020	2021	2022	2023
Jan	767	857	562	645	
Feb	789	863	575	669	
Mar	796	310	579	680	
Apr	804	365	577	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	748	
Oct	834	495	622	770	
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	566	
Oct	298	413	532	579	
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	1911	
Oct	1245	1577	700	2364	
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	457	
Oct	610	696	482	549	
Nov	587	635	424		
Dec	587	714	395		

Switched to
new website
2021

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 West Grey Public 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: West Grey Public Library Membership and Borrowing

1. No fee will be charged for admission to the West Grey Public Library.
2. Any person may be a member of the West Grey Public 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 West Grey Public 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. West Grey Public 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,

West Grey Public Library

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showing both sides, on a device in Apple Wallet or another similar app. See Schedule A for acceptable documentation.

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 West Grey Public 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 West Grey Public Library.
8. Borrowing of materials is suspended when any item is overdue or when fees exceed \$5.00 and will only be re-instated when all outstanding accounts are settled or at the discretion of the CEO.

West Grey Public Library

Policy Title: Circulation Policy
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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 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. West Grey Public 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.

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- 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

West Grey Public Library Circulation and membership records will be used in accordance with

Confidentiality & the Protection of Privacy Policy OP-01

Section 4: Charges

1. Damaged/Lost Items

- a) The West Grey Public Library will charge replacement costs for items which are overdue by 60 days or for items which are damaged, not returned or lost. Exception: Special collection items will be overdue by 30 days.
- b) The replacement cost will be assessed by the West Grey Public 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 West Grey Public Library's collection policy.

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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.
- d) Any charges over \$200.00 will be added to the Municipal tax bill if the member owns property.

3. Refunds for Lost Materials

- a) There is no refund for lost materials.

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.

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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

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

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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

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: Truth and Reconciliation

Policy Number: FN-05

Initial Approval Date: November 9, 2022

Last Revision Date:

Next Review Date: 2023

Background: Truth and Reconciliation

The West Grey Public Library recognizes and embraces the principles of Truth and Reconciliation as outlined in the *Truth and Reconciliation Commission Report*. The West Grey Public Library acknowledges the recommendations from the *Canadian Federation of Library Associations' Truth and Reconciliation Committee Report* and shall implement recommendations appropriate to our Library.

1. Land Acknowledgement

We believe that a Land Acknowledgement demonstrates respect and appreciation for the Indigenous peoples who have been living on the land since time immemorial. We believe that recognition and respect are essential elements of establishing healthy, reciprocal relations, and are key to reconciliation.

"We will begin by acknowledging that we are meeting on land that has been inhabited by Indigenous peoples since time immemorial.

Today we gather on the Traditional Territory of the Anishinabek Nation: The People of the Three Fires known as Ojibway, Odawa, and Pottawatomie Nations. And further give thanks to the Chippewas of Saugeen, and the Chippewas of Nawash, now known as the Saugeen Ojibway Nation, as the traditional keepers of this land.

We acknowledge that we are situated on Saugeen Treaty No. 45 ½ territory and that our meeting place is home to many Indigenous peoples, including First Nations, Metis, and Inuit, from across Turtle Island.

This Land Acknowledgement is only one small step in our collective commitment to advance Truth and Reconciliation."

The Land Acknowledgement will be used by the West Grey Public Library CEO, Board Chair, or designate at the start of public meetings, celebrations, or other official events and programs as deemed appropriate, and that are hosted or supported by West Grey Public Library. The Acknowledgement may be printed, spoken, projected, or posted on the West Grey Public Library website.

West Grey Public Library

Policy Title: Truth and Reconciliation

Policy Number: FN-05

Initial Approval Date: November 9, 2022

Last Revision Date:

Next Review Date: 2023

2. Library Services

The West Grey Public Library commits to researching and adopting best practices in services for Indigenous Peoples in libraries as they are determined and disseminated by the national Library community and in consultation with the Indigenous community. The West Grey Public Library will actively work to indigenize and decolonize Library collections, services, and spaces.

a. Collections, Access, and Classification

The West Grey Public Library acknowledges that there may be structural biases in the Library catalogue access and classification. The West Grey Public Library will provide collections relating to Indigenous cultures, languages, and peoples.

b. Services

The West Grey Public Library will provide programming relating to Indigenous cultures, languages, and peoples.

c. Space Planning

The West Grey Public Library will design indoor and outdoor spaces by recognizing and supporting Indigenous cultures, languages, and forms of knowledge through culturally appropriate space planning, signage, art installations, territorial acknowledgements, and public programming in collaboration with local Indigenous stakeholders.

3. Professional Development

The West Grey Public Library will provide regular training for Board members, staff, and volunteers on Indigenous history, culture, and Truth and Reconciliation.

4. Relationship Building and Consultation

The West Grey Public Library will actively build relationships with Indigenous people, communities, organizations, and Nations.

West Grey Public Library

Policy Title: Truth and Reconciliation

Policy Number: FN-05

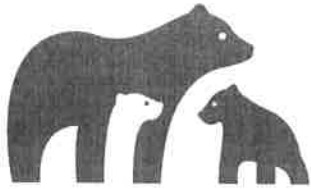
Initial Approval Date: November 9, 2022

Last Revision Date:

Next Review Date: 2023

Appendix

- TRC Calls to Action: https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/indigenous-people/aboriginal-peoples-documents/calls_to_action_english2.pdf
- OLA Information Brief Indigenous Matters: <https://accessola.com/wp-content/uploads/2020/09/2020-Indigenous-Matters-Info-Brief.pdf>
- CFLA Truth and Reconciliation Committee Report Recommendations: https://cfla-fcab.ca/en/about/committees/indigenous_matters_committee/
- Saugeen Ojibway Nation Territory Acknowledgement: <https://www.saugeenojibwaynation.ca/documents/saugeen-ojibway-nation-territory-acknowledgement>
- Saugeen Ojibway Nation – Treaty History: <https://www.saugeenojibwaynation.ca/treaty-history>



Saugeen Ojibway Nation Territory Acknowledgement

Aanii (hello),

Thank you for your inquiry about a land acknowledgement for the Territory of the Saugeen Ojibway Nation (Chippewas of Nawash Unceded First Nation and Chippewas of Saugeen First Nation).

Why do we acknowledge Traditional Territory?

- Recognition of and respect for Indigenous peoples.
- Recognition of their presence both in the past and the present.
- Recognition and respect are essential elements of establishing healthy, reciprocal relations.
- These relationships are key to reconciliation.

What is a land acknowledgement?

It's a formal statement that recognizes the unique and enduring relationship that exists between Indigenous people and their Territories.

- To recognize the land is an expression of gratitude and appreciation to those whose territory you reside on and a way of honoring the Aboriginal people who have been living and working on the land from time immemorial.
- To understand the long-standing history that has brought you to reside on the land, and to seek to understand your place within that history.
- Acknowledging the land is Indigenous protocol.
- A land acknowledgement is a reflection process in which you build mindfulness and intention walking into whatever gathering you are having.

Land acknowledgement statement:

I want to acknowledge the Traditional Territory of the Anishinabek Nation: The People of the Three Fires known as Ojibway, Odawa, and Pottawatomie Nations. And further give thanks to the Chippewas of Saugeen, and the Chippewas of Nawash, now known as the Saugeen Ojibway Nation, as the traditional keepers of this land. Let me know if you require any further information from the Saugeen Ojibway Nation Environment Office.

Miigwech (thank you),
Saugeen Ojibway Nation Environment Office
(519) 534-5507
soneo@saugeenojibwaynation.ca

INFORMATION BRIEF

Indigenous Matters

ALL LIBRARIES

PERSPECTIVE

The OLA Indigenous Task Group prepared an Indigenous Matters information brief to assist libraries in their reconciliation work, recognising that education is key to reconciliation.

This resource is intended to initiate indigenizing and decolonizing your library's collections, programs, services, and spaces; and may provide a starting point for your library to address Indigenous matters as they pertain to your service, delivery and daily life at work.

TRUTH AND RECONCILIATION COMMISSION'S 94 CALLS TO ACTION

This brief is inspired by the [Truth and Reconciliation Commission's 94 Calls to Action](#), and in particular the following Calls relating to education, language, and culture, in light of the view that all libraries support these initiatives in our communities:

- #14, which calls for federal responses to support Aboriginal languages as "a fundamental and valued element of Canadian culture and society," and the urgency around their preservation, revitalization, and strengthening, managed by Aboriginal people and communities;
- #62, which calls for federal, provincial, and territorial governments to "make age-appropriate curriculum on residential schools, Treaties, and Aboriginal peoples' historical and contemporary contributions to Canada a mandatory education requirement for Kindergarten to Grade Twelve students;"
- #63, which calls for the Council of Ministers of Education to "maintain an annual commitment to Aboriginal education issues, including developing and implementing Kindergarten to Grade Twelve curriculum and learning resources on Aboriginal peoples in Canadian history, and the history and legacy of residential schools, sharing information and best practices on teaching curriculum related to residential schools and Aboriginal history, building student capacity for intercultural understanding, empathy, and mutual respect, and identifying teacher-training needs relating to the above."
- #64, which calls for governments that provide funding to denominational schools "to require such schools to provide an education on comparative religious studies, which must include a segment on Aboriginal spiritual beliefs and practices;"
- #93, which calls for "the federal government, in collaboration with the national Aboriginal organizations, to revise the information kit for newcomers to Canada and its citizenship test to reflect a more inclusive history of the diverse Aboriginal peoples of Canada, including Calls to Action 11 information about the Treaties and the history of residential schools."

Indigenous Matters

PUBLIC LIBRARIES IN ONTARIO INVOLVED IN RECONCILIATION WORK

- Brantford PL, County of Brant PL, Haldimand PL, Hamilton PL, and Norfolk Public Library have all entered into reciprocal borrowing agreements with Six Nations Public Library, providing partnerships each community to share with Six Nations community members
- Burlington Public Library staff engaged in a series of programs and training sessions called "Honouring the Truth." As one of the outcomes from this initiative, each branch has a plaque indicating the First Nations on whose lands the branch is located.
- Halton Hills Public Library selected Drew Hayden Taylor's *Motorcycles & Sweetgrass* for their "One Book, One Halton Hills" initiative.
- London Public Library has hosted a multi-media, interactive art exhibit that engages visitors in a conversation around missing and murdered Indigenous Women and Girls.
- Markham signed an agreement of Cultural Collaboration with the Eabametoong First Nation, which includes access to the library's online system, management resources and mentoring opportunities.
- Midland Public Library started the "First Chapter Indigenous Book Club" in 2017, in collaboration with the local Friendship Centre, the Native Women's Association, and Beausoleil First Nation.
- Niagara-on-the-lake PL has held a Moccasin Talk series, to advance reconciliation through examinations of the relationship between Indigenous peoples and settlers.
- The Rainy River District Library Cooperative provides full public library access for all Kindergarten to Grade 12 students in the Rainy River District. Participating institutions include the Atikokan Public Library, Emo Public Library, and the Fort Frances Public Library Technology Centre, the Northwest Catholic District School Board, the Rainy River District School Board and the Seven Generations Education Institute.
- Richmond Hill Public Library held a session of their Community Conversations series on the topic of Truth and Reconciliation.
- Sioux Lookout Public Library provides free memberships to residents of the Lac Seul First Nation.
- Thunder Bay Public Library is engaged in a decolonization process, including a ReMatriation project with Lakehead University, and a partnership with Anishinabek Employment and Training Services (AETS) to create a Community Hub at the library, including an Elder in Residence and an Indigenous Knowledge Centre.
- On April 18, 2017, the Toronto Public Library Board endorsed the [Strategies for Indigenous Initiatives](#) in principle, understanding that further community consultation was required. The Strategies represent TPL's response to the TRC's 94 Calls to Action, and serve to inform the direction of Indigenous Initiatives at TPL going forward. Ongoing community consultation is helping to confirm and where needed further shape the recommendations.
- The West Lincoln Public Library's renovations to the Wellandport branch included an Indigenous Healing Garden.

Indigenous Matters

RECONCILIATION AT YOUR LIBRARY

FIRST STEPS

- Do the work: educate yourself on the First Nation(s) in your area. Learn about your community and its history;
- Establish a partnership with that First Nation. Make connections and build a network;
- Connect with the First Nation Public Library located in or near your geographic location
- Connect first, with the Ontario Federation of Indigenous Friendship Centres (OFIFC) to find the friendship center in your neighbourhood; and,

BEING AN ALLY

- An ally is an active state, not a noun;
- An ally supports another person or group of people, particularly a person or group who has been traditionally marginalised;
- An ally disrupts oppressive conversations, spaces, and institutions, by educating others;
- An ally sits with, and challenges, his or her own discomfort;
- An ally supports other allies on their learning journeys. Within the Library community, consider adding your name to a mentor database to share your knowledge with others;
- Allies should not be self-designated, but designated by individuals within the group of people that they are supporting;
- An ally always acts with others, not in isolation, and does not seek the spotlight; and,
- Allies sometimes make mistakes, but they acknowledge them and learn from them.

LAND ACKNOWLEDGEMENTS

- It is customary, today, to begin an event such as a library program, with a verbal recognition of the Indigenous territories on which we live and gather.
- Land acknowledgements have increased meaning if there is a relationship with the people and land you are acknowledging
- Do some research to find out about the First Nations in your area – ask someone from one of those communities how they would like you to support their community's work through your statement.
- Be aware that different Nations have different protocols, for instance relating to smudging and gifts.
- Land acknowledgements can help invite your audience to learn more. They can also act as an act of disruption - a counterpoint to centuries of Indigenous erasure.
- Land acknowledgements are not a sombre prayer.
- All acknowledgements must be part of a conversation: they cannot be done in isolation from learning about local history and building relationships with neighbouring Nations.
- Be aware that there is an ongoing conversation around whether land acknowledgements can be meaningful or not, and whether they are simply token gestures that ring "hollow." Hayden King, who wrote a very early land acknowledgement for Ryerson University, now feels that "the territorial acknowledgement could become very superficial and also how it sort of fetishizes these actual tangible, concrete treaties. They're not metaphors — they're real institutions, and for us to write and recite a territorial acknowledgement that sort of obscures that fact, I think we do a disservice to that treaty and to those nations [...]. It's one thing to say, 'Hey, we're on the territory of the Mississaugas or the Anishinaabek and the Haudenosaunee.' It's another thing to say, 'We're on the territory of the Anishinaabek and the Haudenosaunee and here's what that compels me to do.' " This perspective is something to consider when you are intending to use a land acknowledgement.

Indigenous Matters

COLLECTION DEVELOPMENT

- Start with weeding or an audit of your collection (GoodMinds.com will offer assistance with this process);
- Involve the community in a meaningful way. Any materials that are curated need to be relevant in your area;
- Work to decolonize your library's catalogue: consider access points such as subject headings, tags, lists, displays, and other promotional tools. For examples and further information, consult the Indigenous Knowledge Organization Subject Guide from UBC listed under the Resources below;
- Develop a collections policy (or a section of a more general policy) specifically related to Indigenous content in the collection; and,
- Consider hiring a paid, Indigenous liaison position.

ONTARIO LIBRARY ASSOCIATION INITIATIVES OF NOTE

- OLA's Indigenous Task Group
- Webpage on the OLA website about [First Nations Public Libraries](#) in Ontario
- OLA partnership with the Ontario Federation of Indigenous Friendship Centres (OFIFC)
- OLA benefits from having members from First Nation Public Libraries, and have waived OLA membership fees for staff at FNPLs for this reason. OLA Super Conference registration fees are waived for First Nation Public Library staff.
- Education Institute webinar fees are waived for all Ontario First Nations Public Libraries.
- The Spirit of Reconciliation Award, which, with funds from the OLA Mentoring Fund, sponsors three librarians from First Nations Public Libraries to attend Super Conference, covering travel and accommodations. At Super Conference, the recipient is partnered with a seasoned conference participant as a mentor for mutual learning and networking.
- An annual luncheon, hosted by the Indigenous Task Group at the OLA Super Conference, includes First Nations public librarians, speakers and presenters in the Indigenous Stream as well as other invited guests, and provides an opportunity for participants to network and share a meal together
- Support for OLA members in participating in Treaties Recognition Week, in partnership with the Ministry of Indigenous Affairs and OSLA.
- In partnership with SOLS and OLS-N, OLA sponsors the annual First Nation Public Librarians Spring Gathering
- OSLA participated in the 2017-2018 Ministry of Education revision of the History and Social Studies Curriculum for Grades 4-10 in light of Recommendations 62 and 63 in the Truth and Reconciliation

Indigenous Matters

TERMINOLOGY

- **First Nations:** "This term was originally coined by Indigenous Peoples in the late 1970s, partly as an alternative to inappropriate terms such as *Native* and *Indian*, which were in common usage at the time [...]. The term has strong political connotations: it refers to separate nations that occupied territory before the arrival of Europeans. [...]. *First Nations* refers to a segment of Indigenous Peoples in Canada. To use it in a context that describes all Indigenous Peoples in Canada, you need to say 'First Nations, Inuit, and the Métis.' "
- **Indigenous:** "This term is gaining currency, replacing *Aboriginal* in many contexts (except, notably, Canada's constitution) [...]. The term *Indigenous Peoples* is used to refer to First Nations, Inuit and Métis peoples in Canada collectively, and also to refer to Indigenous Peoples worldwide collectively."
- **Inuit / Inuk:** "*Inuit* is the term for the Indigenous People who traditionally inhabit the Arctic regions of what is now Canada, Greenland, and Siberia [...]. *Inuk* is a singular noun for an individual."
- **Métis:** "This term has many contexts in Canada. People who self-identify as *Métis* do so for different reasons. In one of its meanings, *Métis* describes as Indigenous People who emerged during the fur trade from the intermarriage of people of European descent and people of Indigenous descent [...]. In another of its meanings, *Metis*, without the accent, is a way English-speaking people of mixed Indigenous and non-Indigenous ancestry might refer to themselves [...]."
- **Nation:** "This term has become widely accepted by Indigenous Peoples to describe separate Indigenous groups as political entities. It is an assertion that Indigenous Peoples meet the four criteria of nationhood under customary international law (as first set out in the Montevideo Convention of 1933), which are a permanent population, a definite occupied territory, a government, and the ability to enter into relations with other nations."
- **Settler:** "This term is used to describe people whose ancestors migrated to Canada and who still benefit from ongoing colonialism. This could be also applied to "settlers of colour" but doesn't apply when referring to people who are descendants of slaves, considering they did not come to this continent willingly. Keep in mind the various intersections of a person's identity and how this translates into the types of privileges they are either afforded or withheld."
- **Turtle Island:** "This is the name given to North America by some Indigenous Peoples, such as the Iroquois, Anishinaabeg, and other Northeastern nations. The term originates from their various creation stories."

Indigenous Matters

RESOURCES

- "#Next150 Challenge: On Whose Land?" Indian Horse Productions. <https://next150.indianhorse.ca/challenges/on-whose-land>.
- "Are you planning to do a Land Acknowledgement?" American Indians in Children's Literature (AICL). <https://americanindiansinchildrensliterature.blogspot.com/search/label/Land%20Acknowledgements>.
- "Calls to Action", Truth and Reconciliation Commission of Canada. http://trc.ca/assets/pdf/Calls_to_Action_English2.pdf.
- "Category: Social Justice Librarianship." Alimb.ca. <https://www.alimb.ca/category/social-justice/>.
- "First Nation Public Library Week." Ontario Library Service North. <http://fnplw.olsn.ca/>.
- "First Nations Public Libraries in Ontario." Ontario Library Association. http://www.accessola.org/web/OLA/Issues_Advocacy/First_Nation_Public_Library_Issues.aspx.
- "GoodMinds.com: First Nations, Métis, Inuit Books." Goodminds.com. <http://goodminds.com/>.
- "Indigenous Ally Toolkit." Montreal Urban Aboriginal Community Strategy. https://gallery.mailchimp.com/86d28ccd43d4be0cfc11c71a1/files/102bf040-e221-4953-a9ef-9f0c5efc3458/Ally_email.pdf?fbclid=IwAR1IEu5PXeLAo7cCv4pPh4dYCuxMphfPYh-Y0zCVWtCrOAcXnSDsdQsTjca.
- "Indigenous Canada Massive Open Online Course (MOOC)." University of Alberta / Coursera. <https://www.coursera.org/learn/indigenous-canada>.
- "Indigenous Knowledge Organization." University of British Columbia. <https://guides.library.ubc.ca/c.php?g=307208&p=2049510>.
- "Kitchen Table Guide for Reconciliation Dialogue: For Individuals, Communities and Organizations." Reconciliation Canada. <http://reconciliationcanada.ca/resources/toolkits/>.
- "OLS-N Language Portal." Ontario Library Service North. <http://fnlp.olsn.ca/>
- "Territory Acknowledgement." NativeLand.ca. <https://native-land.ca/territory-acknowledgement/>.
- "Truth and Reconciliation Report and Recommendations." Canadian Federation of Library Associations. http://cfla-fcab.ca/en/indigenous/trc_report/.
- Allison-Cassin, Stacy, Camille Callison and Jessica Humphries. "National Indigenous Knowledge and Language Alliance/Alliance nationale des connaissances et langues autochtones (NIKLA)." <https://nationalindigenousknowledgeandlanguagealliance.home.blog/author/natindigenousknowledgeandlanguagealliance>.

Indigenous Matters

CFLA-FCAB's Indigenous Matters Committee's - Red Team - Joint Working Group on Classification and Subject Headings and the National Indigenous Knowledge and Language Alliance (NIKLA). "CFLA and NIKLA Ontology." https://docs.google.com/spreadsheets/d/e/2PACX-1vSOKcm9HB-28iSqNN3sOd5hV7bMLMGpCeG1.0dkQgyg2AiZAMWUF0sp98GyxlvLXYIWqSZ3nX_j_q4UN/pubhtml.

King, Hayden. "'I regret it': Hayden King on writing Ryerson University's territorial acknowledgement." CBC Radio.ca. <https://www.cbc.ca/amp/1.4973371>.

McKenzie, Mia. "No More Allies." Black Girl Dangerous. September 30, 2013. Website. <http://www.blackgirldangerous.com/2013/09/no-more-allies/>.

Robinson, Olivia. "Decolonizing the public library." Rabble.ca. <http://rabble.ca/news/2019/09/decolonizing-public-library>.

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West Grey Public Library

Policy Title:	Diversity and Inclusion
Policy Number:	FN-06
Initial Approval Date:	November 9, 2022
Last Revision Date:	
Next Review Date:	2023

The West Grey Public Library understands the need to recognize and embrace the diversity of our community and strives to be a truly inclusive place within the community.

Section 1: Definitions:

1. **Diversity** is the range of human differences, including but not limited to race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes, religious or ethical values system, national origin, and political beliefs, many of which are listed within the *Ontario Human Rights Code*.
2. **Equity** Definitions of equity vary but all focus on the ideals of justice and fairness. Whereas equality means providing everyone with the same number of resources regardless of whether everyone needs them, equity is when resources are shared based on what each person needs to adequately level the playing field
3. **Inclusion** is the act of creating environments and spaces in which any individual or group feels welcomed, valued, respected, supported and can fully participate. An inclusive and welcoming climate embraces differences and offers respect in words and actions for all people.

Section 2: Declaration

The West Grey Public Library is committed to fostering an environment which makes equity, diversity, and inclusion a priority in planning and decision making for staffing, collections, services, and spaces. Our staff training will include accessibility, anti-racism, anti-oppression, and cultural awareness training. Select training opportunities are available for West Grey Public Library Board members and West Grey Public Library volunteers.

The West Grey Public Library endorses the *CFLA Position Statement of Diversity of Inclusion* prepared by the Canadian Federation of Library Associations which reads:

“The Canadian Federation of Library Associations (CFLA-FCAB) believes that a diverse and pluralistic society is central to our country’s identity. Libraries have a responsibility to contribute to a culture that recognizes diversity and fosters social inclusion.

West Grey Public Library

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Libraries strive to deliver inclusive service. Canada's libraries recognize and energetically affirm the dignity of those they serve, regardless of heritage, education, beliefs, race, religion, gender, age, sexual orientation, gender identity, physical or mental capabilities, or income.

Libraries understand that an acceptance of differences can place individual and collective values in conflict. Libraries are committed to tolerance and understanding. Libraries act to ensure that people can enjoy services free from any attempt by others to impose values, customs or beliefs."

Section 3: Collection

The West Grey Public Library will provide diverse collections relating to cultures, languages, religious traditions, and peoples, in all our formats from books to audio and video materials. A broad range of authors, content creators and experiences will be included and highlighted in our collection. Our bibliographic database will use subject headings and descriptors which are more inclusive, including the use of Indigenous Subject Headings as they become available.

Section 4: Services

As the CEO develops and delivers services and programs, they will work with our many communities to develop inclusive consultation and engagement processes and to develop services in appropriate ways. They will seek to understand how diverse community groups define and describe themselves and will listen to and learn from communities rather than relying on indirect sources.

In the spirit of diversity and inclusion for all members, the West Grey Public Library welcomes the exhibit of displays and provision of programs and services that reflect and fit within the location's communities (e.g., displays during various religious holidays, culturally significant dates, etc.)

Section 5: Spaces

The West Grey Public Library will provide welcoming spaces for all. Our spaces will be inclusive with areas free of bias (e.g., gender neutral, universal washroom facilities, collection arrangement, etc.)

West Grey Public Library

Policy Title: Policy Development

Policy Number: GOV-05

Initial Approval Date: December 20, 2019

Last Revision Date: November 9, 2022

Next Review Date: 2024

In accordance with the *Public Libraries Act, R.S.O. 1990, c. P44*, s. 3(3), the West Grey Public Library is under the management and control of the West Grey Public Library Board. The Library Board has the sole authority and responsibility for establishing policy. Policies set the framework for the governance and operations of the West Grey Public Library and provide direction to Library Board and employees. West Grey Public Library Board members and employees are responsible for knowing, understanding, and complying with West Grey Public Library policies.

Section 1: Types of Policies

1. The work of the West Grey Public Library is guided by policies in five main areas:
 - a) Foundation policies which record the Library Board's decisions on vision, mission, and values
 - b) West Grey Library Board bylaws which establish the organizational structure of the Library Board and how it does business
 - c) Governance policies which define the responsibilities and regulate the work of the Library Board
 - d) Human Resources policies which guide relations with the staff.
 - e) Operational policies which regulate the services and day-to-day operations of the West Grey Public Library

Section 2: Responsibilities

1. The initiative to develop a new policy or to revise an existing policy may come from several sources:
 - a) the Chief Executive Officer or West Grey Public Library staff
 - b) a member of the West Grey Public Library Board
 - c) the council
 - d) government through legislative requirements
 - e) a member of the community or general public
2. The West Grey Public Library CEO will develop new policies as needed or draft revisions to existing policies for Library Board approval. Should the Library Board form a Policy Committee, they will work with the CEO in the drafting Governance and Foundational policies and in reviewing all policies.

West Grey Public Library

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Policy Number: GOV-05

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3. The West Grey Public Library Board is responsible for the monitoring of policies and will:
 - a) establish a schedule to review existing policies to ensure that all policies are reviewed at a minimum every four years or as required by legislation (e.g. Occupational Health and Safety policies require annual review)
 - b) ensure that policies comply with the **Public Libraries Act** as well as any applicable municipal bylaws, provincial or federal legislation

4. The West Grey Public Library Board is responsible for approval of all West Grey Public Library policies and will:
 - a) receive all policy changes, in draft, within the Library Board package prior to the next scheduled West Grey Public Library Board meeting
 - b) approve all policies at a duly constituted Library Board meeting.

Section 3: Policy Distribution

1. All policies should be documented in a standard format; with descriptive title, numbered according to policy type and include the initial approval date, last revision date, and the next review date.
2. A print copy of the full suite of policies for the West Grey Public Library will be available at each Library location for easy reference
3. Each Library Board member should have access to the full suite of policies for the West Grey Public Library
4. All the foundational and operational policies for the West Grey Public Library will be posted on the West Grey Public Library's website

Section 4: Consolidation and Rescinding of Policies

- a) **Consolidation:** Wherever practical, related information will be contained in the same policy. When new circumstances require additional policy development, the goal will be to update existing policies without adding new ones.
- b) **Rescinding:** As necessary, a policy may be removed with West Grey Public Library Board approval from the suite of West Grey Public Library policies

Related Documents:

Public Libraries Act, R.S.O.1990, c. P44

Municipality of West Grey
 2023 - 2033 TEN YEAR CAPITAL FORECAST
 CONSOLIDATED PROJECT LISTING



DRAFT

9b

Project Name/Description	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
LIBRARY											
Library book purchases	\$ 25,500	\$ 26,000	\$ 26,500	\$ 27,000	\$ 27,500	\$ 26,000	\$ 26,500	\$ 27,000	\$ 27,500	\$ 28,000	\$ 28,500
Computers (3per year) (10 public computers) (14 staff computers)	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
DURHAM											
Expansion Construction						\$ 450,000					
Expansion Property purchase	\$ 300,000										
Parking upgrade estimate						\$ 15,000					
Furniture Chairs & Tables						\$ 10,000					
Furniture Shelving/Cabinets	\$ 4,000					\$ 10,000					
AYTON											
Ayton windows whole building needs to be done (library portion here)	\$ 16,320										
Ayton entrance door accessible doors (2) with small ramp				\$ 10,000							
NEUSTADT											
Flooring rest of building			\$ 7,000								
Shelving rest of building			\$ 7,000								
Ceiling remove stained and peeling ceiling		\$ 5,000									
Walls remove stained panelling			\$ 7,000								
Back door with crash bar based on front door		\$ 3,500									
Replace bay window 2022 - move to 2023 if supplies not in yet	\$ 4,000										
GRAND TOTALS	\$ 355,820	\$ 40,500	\$ 53,500	\$ 43,000	\$ 33,500	\$ 517,000	\$ 32,500	\$ 33,000	\$ 33,500	\$ 34,000	\$ 34,500