

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

Agenda

December 14, 2022, 7pm

1. Call to Order
2. Welcome new Council reps
3. Approval of Agenda

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

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

- a. Adopt previous minutes – November 9, 2022
 - b. Accounts Payable – A/P Voucher October - \$11,025.70
- Recommendation: Be it hereby resolved that the West Grey Public Library Board adopt items A to B on the consent agenda.

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

7. 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.

8. Librarian's report

Moved by and seconded by THAT the West Grey Library Board accept the Librarian's report.

9. Report from Council members'

10. Other business

- a. 2023-2033 Municipal Capital budget

- i. Moved by and seconded by THAT the West Grey Library Board approve the 2023-2033 Capital budget.

West Grey Public Library Board

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

- ii. Moved by and seconded by THAT the West Grey Library Board keep \$9,000 from the 2022 Municipal capital to pay for Neustadt window and Durham kitchen cabinets if not completed by the end of 2022.
 - b. Board self-evaluation
11. Open Discussion (15 min)
12. Next Meeting – Wednesday January 18, 2022, 7pm
13. Adjournment

West Grey Public Library Board Minutes

November 9, 2022
West Grey Public Library

Present: Malcolm Beddoe, Tyler Barlow, Beth Hamilton, Elizabeth Murray, Stephen Townsend

Absent: Boyde Colwell

1. Call to Order

The Chair called the meeting to order at 7:03 pm

2. Agenda approved

Moved by Liz Murray and seconded by Stephen Townsend 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 Liz Murray and seconded by Tyler Barlow THAT the West Grey Public Library Board adopt items A and B on the consent agenda.

Motion carried.

6. Matters arising from the minutes

a. Board Legacy Document

Add titles to top of each page and page numbers. A few changes to be made for the December board meeting.

West Grey Public Library Board Minutes

November 9, 2022
West Grey Public Library

b. 2023 draft budget

Moved by Beth Hamilton and seconded by Stephen Townsend THAT the West Grey Public Library Board approve the 2023 operational budget.
Motion carried.

7. Librarian's Report

Moved by Beth Hamilton and seconded by Stephen Townsend THAT the Librarians report be accepted.
Motion carried.

8. Report from Council members'

Beth reported last Council meeting of current Council was last week. New Council inauguration will be November 22nd.

Board applications will be out by end of this week or beginning of next. Closing of application process is either December 5 or 6.

9. Other business

a. Policies

- i. OP-12 Circulation Policy**
- ii. FN-05 Truth and Reconciliation**
- iii. FN-06 Diversity and Inclusion**
- iv. GOV-05 Policy Development**

Moved by Stephen Townsend and seconded by Tyler Barlow THAT the West Grey Public Library Board adopt policies OP-12, FN-05, FN-06 & GOV-05.
Motion carried.

b. 2023-2033 Capital budget

Moved by Beth Hamilton and seconded by Tyler Barlow THAT the West Grey Public Library Board approve the capital budget.

Moved by Stephen Townsend and seconded by Liz Murray THAT the West Grey Public Library Board approve any surplus at the end of the year from the operational or capital budget be transferred into the library reserves.

West Grey Public Library Board Minutes

November 9, 2022
West Grey Public Library

Moved by Stephen Townsend and seconded by Beth Hamilton THAT the capital budget be deferred till the next meeting.

Motion carried.

c. Council presentation – December 14

Format of presentation has yet to be finalized. Looks like Library, Police, Fire and Building Planning presenting that day. Focus on a brief overview of operations and governance. Board spokesperson presents Board forecast for the library, drawing on the Service Review information.

10. Closed Session

To discuss matters about an identifiable individual.

Moved by Liz Murray and seconded by Beth Hamilton THAT the West Grey Public Library Board move into closed session at 9:08 pm.

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

Moved by Beth Hamilton and seconded by Tyler Barlow that the West Grey Public Library Board hereby returns to open session at 9:16 pm.

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

11. Open discussion

12. Next Meeting – Wednesday December 14, 2022, 7:00 pm. Durham branch.

13. Adjournment - Motion to adjourn the meeting at 9:25 pm by Liz Murray.

Chair:

Date:



For Period Ending 31-Dec-2022

| | CURRENT YEAR TO DATE | CURRENT BUDGET | VARIANCE \$ | VARIANCE % |
|---------------------------------|-------------------------|---------------------|-------------------|---------------|
| LIBRARY | | | | |
| OPERATING REVENUES | | | | |
| Transfer from Reserves | (13,228.80) | (5,000.00) | 8,228.80 | 264.58 |
| Grants Province | (24,190.00) | (24,190.00) | 0.00 | 100.00 |
| 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 | (4,604.58) | 0.00 | 4,604.58 | 0.00 |
| Library Revenue | (2,961.01) | (1,250.00) | 1,711.01 | 236.88 |
| 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 | (486,239.36) | (472,535.00) | 13,704.36 | 102.90 |
| OPERATING EXPENSES | | | | |
| Wages | 249,443.71 | 289,342.00 | 39,898.29 | 86.21 |
| Benefits | 58,817.52 | 58,397.00 | (420.52) | 100.72 |
| Materials & Supplies | 923.35 | 1,500.00 | 576.65 | 61.56 |
| Office Supplies | 3,136.12 | 1,500.00 | (1,636.12) | 209.07 |
| Volunteer Recognition | 207.59 | 500.00 | 292.41 | 41.52 |
| General Memberships | 538.96 | 400.00 | (138.96) | 134.74 |
| Advertising | 1,092.13 | 1,000.00 | (92.13) | 109.21 |
| Building Maintenance | 5,975.43 | 4,000.00 | (1,975.43) | 149.39 |
| Mileage/Courier | 1,033.12 | 800.00 | (233.12) | 129.14 |
| Copier Lease | 1,773.88 | 2,000.00 | 226.12 | 88.69 |
| Program Development | 4,672.29 | 3,598.00 | (1,074.29) | 129.86 |
| ILLO Expense | 100.18 | 500.00 | 399.82 | 20.04 |
| E-Resources | 8,257.44 | 6,800.00 | (1,457.44) | 121.43 |
| KOHA Support | 4,611.76 | 5,200.00 | 588.24 | 88.69 |
| IT Support | 3,405.85 | 2,500.00 | (905.85) | 136.23 |
| Hardware | 1,597.86 | 3,485.00 | 1,887.14 | 45.85 |
| Software | 4,079.77 | 5,000.00 | 920.23 | 81.60 |
| Book Processing Fee | 3,471.84 | 3,000.00 | (471.84) | 115.73 |
| Books | 28,203.57 | 23,000.00 | (5,203.57) | 122.62 |
| Collections | 1,128.92 | 3,000.00 | 1,871.08 | 37.63 |
| Periodicals | 530.84 | 0.00 | (530.84) | 0.00 |
| Conference/Training | 1,818.91 | 2,500.00 | 681.09 | 72.76 |
| Security | 1,134.80 | 1,400.00 | 265.20 | 81.06 |
| Library Board | 32,762.14 | 19,533.00 | (13,229.14) | 167.73 |
| Total OPERATING EXPENSES | 418,717.98 | 438,955.00 | 20,237.02 | 95.39 |
| CAPITAL EXPENSES | | | | |
| Capital Expenses | 3,922.90 | 0.00 | (3,922.90) | 0.00 |
| Total CAPITAL EXPENSES | 3,922.90 | 0.00 | (3,922.90) | 0.00 |
| BRANCH EXPENSES | | | | |
| NEUSTADT BRANCH EXPENSES | 7,305.80 | 7,080.00 | (225.80) | 103.19 |
| NORMANBY BRANCH EXPENSES | 6,341.78 | 7,000.00 | 658.22 | 90.60 |
| DURHAM BRANCH EXPENSES | 18,857.21 | 19,500.00 | 642.79 | 96.70 |
| Total BRANCH EXPENSES | 32,504.79 | 33,580.00 | 1,075.21 | 96.80 |
| Total LIBRARY | (31,093.68) | 0.00 | 31,093.69 | 0.00 |



For Period Ending 31-Dec-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 |
| 2-4-5000-3076 Transfer from Reserve - Lib.Board | (13,228.80) | 0.00 | 13,228.80 | 0.00 |
| Total Transfer from Reserves | (13,228.80) | (5,000.00) | 8,228.80 | 264.58 |
| Grants Province | | | | |
| 2-4-4000-5300 Grants Province | (24,190.00) | (24,190.00) | 0.00 | 100.00 |
| Total Grants Province | (24,190.00) | (24,190.00) | 0.00 | 100.00 |
| 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 | (2,156.70) | 0.00 | 2,156.70 | 0.00 |
| 2-4-4000-6500 Library Donations - Friends of Library | (2,047.38) | 0.00 | 2,047.38 | 0.00 |
| Total Donations | (4,604.58) | 0.00 | 4,604.58 | 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 | (2,943.51) | (1,250.00) | 1,693.51 | 235.48 |
| Total Library Revenue | (2,961.01) | (1,250.00) | 1,711.01 | 236.88 |
| 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 | (486,239.36) | (472,535.00) | 13,704.36 | 102.90 |
| OPERATING EXPENSES | | | | |
| Wages | | | | |
| 2-5-4000-1010 Lib Wages Durham | 249,443.71 | 289,342.00 | 39,898.29 | 86.21 |

MUNICIPALITY OF WEST GREY
LIBRARY - WEST GREY



For Period Ending 31-Dec-2022

| | CURRENT YEAR TO DATE | CURRENT BUDGET | VARIANCE \$ | VARIANCE % |
|--|-------------------------|-------------------|-------------|------------|
| LIBRARY | | | | |
| Total Wages | 249,443.71 | 289,342.00 | 39,898.29 | 86.21 |
| Benefits | | | | |
| 2-5-4000-1015 Lib Benefits Durham | 58,817.52 | 58,397.00 | (420.52) | 100.72 |
| Total Benefits | 58,817.52 | 58,397.00 | (420.52) | 100.72 |
| Materials & Supplies | | | | |
| 2-5-4000-2010 Lib Durham FOL Supplies | 676.25 | 0.00 | (676.25) | 0.00 |
| 2-5-4000-2029 Library COVID Expenses | 247.10 | 1,500.00 | 1,252.90 | 16.47 |
| Total Materials & Supplies | 923.35 | 1,500.00 | 576.65 | 61.56 |
| Office Supplies | | | | |
| 2-5-4000-2011 Lib Office Supplies Durham | 3,136.12 | 1,500.00 | (1,636.12) | 209.07 |
| Total Office Supplies | 3,136.12 | 1,500.00 | (1,636.12) | 209.07 |
| 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 | 538.96 | 400.00 | (138.96) | 134.74 |
| Total General Memberships | 538.96 | 400.00 | (138.96) | 134.74 |
| 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 | | | | |
| 2-5-2000-2015 Lib Bldg Maintenance Neustadt | 50.88 | 0.00 | (50.88) | 0.00 |
| 2-5-3000-2015 Lib Bldg Maintenance Normanby | 50.88 | 0.00 | (50.88) | 0.00 |
| 2-5-4000-2015 Lib Bldg Maintenance Durham | 5,873.67 | 4,000.00 | (1,873.67) | 146.84 |
| Total Building Maintenance | 5,975.43 | 4,000.00 | (1,975.43) | 149.39 |
| Mileage/Courier | | | | |
| 2-5-4000-2021 Courier Mileage/Compensation | 1,033.12 | 800.00 | (233.12) | 129.14 |
| Total Mileage/Courier | 1,033.12 | 800.00 | (233.12) | 129.14 |
| Copier Lease | | | | |
| 2-5-4000-2022 Lib. Durham Copier Lease | 1,773.88 | 2,000.00 | 226.12 | 88.69 |
| Total Copier Lease | 1,773.88 | 2,000.00 | 226.12 | 88.69 |
| Program Development | | | | |
| 2-5-4000-2023 Program Development Durham | 4,672.29 | 3,598.00 | (1,074.29) | 129.86 |
| Total Program Development | 4,672.29 | 3,598.00 | (1,074.29) | 129.86 |
| ILLO Expense | | | | |
| 2-5-4000-2019 Lib ILLO Expense | 100.18 | 500.00 | 399.82 | 20.04 |
| Total ILLO Expense | 100.18 | 500.00 | 399.82 | 20.04 |
| E-Resources | | | | |
| 2-5-4000-2026 Library E-Resources (Overdrive/e-boot) | 8,257.44 | 6,800.00 | (1,457.44) | 121.43 |



For Period Ending 31-Dec-2022

| | CURRENT YEAR TO DATE | CURRENT BUDGET | VARIANCE \$ | VARIANCE % |
|---|-------------------------|-------------------|-------------|------------|
| LIBRARY | | | | |
| Total E-Resources | 8,257.44 | 6,800.00 | (1,457.44) | 121.43 |
| KOHA Support | | | | |
| 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 | 3,405.85 | 2,500.00 | (905.85) | 136.23 |
| Total IT Support | 3,405.85 | 2,500.00 | (905.85) | 136.23 |
| Hardware | | | | |
| 2-5-4000-2035 Library Hardware - Computer Purchase | 1,597.86 | 3,485.00 | 1,887.14 | 45.85 |
| Total Hardware | 1,597.86 | 3,485.00 | 1,887.14 | 45.85 |
| Software | | | | |
| 2-5-4000-2036 Library Software - database,website,etc | 4,079.77 | 5,000.00 | 920.23 | 81.60 |
| Total Software | 4,079.77 | 5,000.00 | 920.23 | 81.60 |
| Book Processing Fee | | | | |
| 2-5-4000-2043 Lib. Durham Book Processing Fees | 3,471.84 | 3,000.00 | (471.84) | 115.73 |
| Total Book Processing Fee | 3,471.84 | 3,000.00 | (471.84) | 115.73 |
| Books | | | | |
| 2-5-4000-2044 Lib Purchase Books Durham | 28,203.57 | 23,000.00 | (5,203.57) | 122.62 |
| Total Books | 28,203.57 | 23,000.00 | (5,203.57) | 122.62 |
| Collections | | | | |
| 2-5-4000-2045 Lib Collections-DVDs, periodicals,etc | 1,128.92 | 3,000.00 | 1,871.08 | 37.63 |
| Total Collections | 1,128.92 | 3,000.00 | 1,871.08 | 37.63 |
| 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 | 1,818.91 | 2,500.00 | 681.09 | 72.76 |
| Total Conference/Training | 1,818.91 | 2,500.00 | 681.09 | 72.76 |
| Security | | | | |
| 2-5-4000-2051 Library - Security Expense | 1,134.80 | 1,400.00 | 265.20 | 81.06 |
| Total Security | 1,134.80 | 1,400.00 | 265.20 | 81.06 |
| 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 | 418,717.98 | 438,955.00 | 20,237.02 | 95.39 |

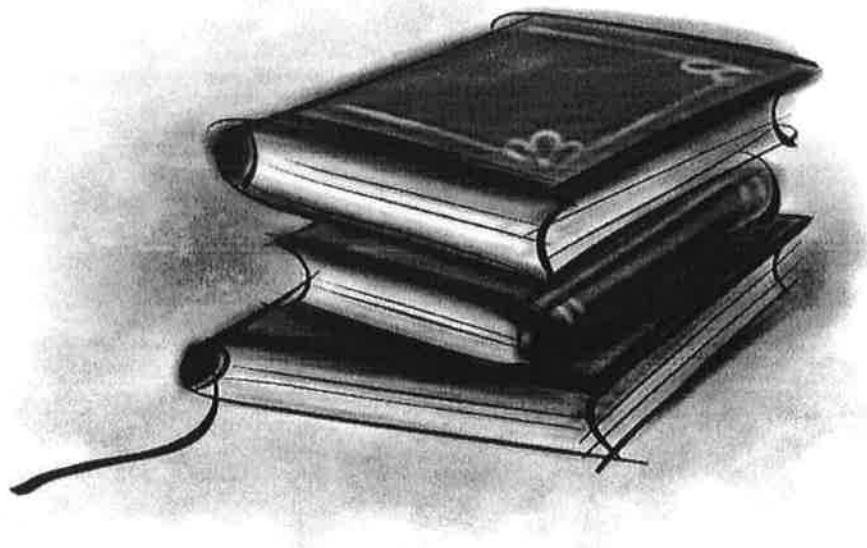
CAPITAL EXPENSES

Capital Expenses



For Period Ending 31-Dec-2022

| | CURRENT YEAR TO DATE | CURRENT BUDGET | VARIANCE \$ | VARIANCE % |
|--|-------------------------|-------------------|-------------|------------|
| LIBRARY | | | | |
| 2-5-9540-3000 Durham Library Capital Expense | 3,922.90 | 0.00 | (3,922.90) | 0.00 |
| Total Capital Expenses | 3,922.90 | 0.00 | (3,922.90) | 0.00 |
| Total CAPITAL EXPENSES | 3,922.90 | 0.00 | (3,922.90) | 0.00 |
| 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 | 2,576.88 | 2,000.00 | (576.88) | 128.84 |
| 2-5-2000-2014 Lib Utilities Hydro Neustadt | 541.62 | 800.00 | 258.38 | 67.70 |
| 2-5-2000-2016 Lib Telephone/Fax Neustadt | 259.74 | 400.00 | 140.26 | 64.94 |
| 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 | 693.56 | 400.00 | (293.56) | 173.39 |
| 2-5-2000-3011 Lib Contract Labour Neustadt | 0.00 | 500.00 | 500.00 | 0.00 |
| Total NEUSTADT BRANCH EXPENSES | 7,305.80 | 7,080.00 | (225.80) | 103.19 |
| NORMANBY BRANCH EXPENSES | | | | |
| 2-5-3000-2008 Lib Utilities Water/Sewer Normanby | 148.12 | 150.00 | 1.88 | 98.75 |
| 2-5-3000-2009 Lib Utilities Heat Normanby | 1,876.76 | 1,800.00 | (76.76) | 104.26 |
| 2-5-3000-2014 Lib Utilities Hydro Normanby | 1,067.41 | 1,100.00 | 32.59 | 97.04 |
| 2-5-3000-2016 Lib Telephone/Fax Normanby | 261.49 | 400.00 | 138.51 | 65.37 |
| 2-5-3000-2017 Lib Internet Normanby | 884.76 | 950.00 | 65.24 | 93.13 |
| 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 | 279.84 | 500.00 | 220.16 | 55.97 |
| 2-5-3000-3011 Lib Contract Labour Normanby | 0.00 | 500.00 | 500.00 | 0.00 |
| Total NORMANBY BRANCH EXPENSES | 6,341.78 | 7,000.00 | 658.22 | 90.60 |
| 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 | 1,112.98 | 1,200.00 | 87.02 | 92.75 |
| 2-5-4000-2014 Lib Utilities Hydro Durham | 3,303.20 | 3,000.00 | (303.20) | 110.11 |
| 2-5-4000-2016 Lib Telephone/Fax Durham | 1,335.96 | 1,500.00 | 164.04 | 89.06 |
| 2-5-4000-2017 Lib Connectivity/Internet | 3,602.68 | 5,000.00 | 1,397.32 | 72.05 |
| 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 | 559.68 | 1,000.00 | 440.32 | 55.97 |
| 2-5-4000-3011 Lib Durham Contract Wages | 6,638.71 | 5,500.00 | (1,138.71) | 120.70 |
| Total DURHAM BRANCH EXPENSES | 18,857.21 | 19,500.00 | 642.79 | 96.70 |
| Total BRANCH EXPENSES | 32,504.79 | 33,580.00 | 1,075.21 | 96.80 |
| Total LIBRARY | (31,093.66) | 0.00 | 31,093.69 | 0.00 |



MUNICIPALITY OF WEST GREY

LIBRARY BOARD MEETING

Wednesday, Dec. 14th, 2022



A/P VOUCHER 2022
November - \$11,025.70

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



AP5130

Page : 1

Date : Dec 06, 2022

Time : 11:43 am

Vendor : @HO00001 To ZZZ91192
 Batch : 313 To 313
 Department : All

Cheque Print Date : 01-Nov-2022 To 30-Nov-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 | | | | | |
| BOH02241 | BOHNERT FIRE & SAFETY SUPPLIES | | | | |
| 8040 | Neustadt Library fire extinguisher/emerg light inspection | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-2000-2015 | Lib Bldg Maintenance Neustadt | | | | 56.50 |
| S&19029 | S & E LAWN CARE & SNOW REMOVAL LTD | | | | |
| 2022-0965 LIBI | Oct. 5-13 Library grass cutting (2 each) | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-2000-2050 | Lib Neustadt Lot/Grass Maintenance | | | | 40.68 |
| SPA19370 | SPARLING'S PROPANE CO. LTD. | | | | |
| 310440791275 | Nov. 4 propane delivery to Neustadt Library | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-2000-2009 | Lib Utilities Heat Neustadt | | | | 339.57 |
| Department Totals : | | | | | 436.75 |

| | | | | | |
|---|--|-----|-------------|-------------|---------------|
| DEPARTMENT 3000 Library Expense Normanby | | | | | |
| BOH02241 | BOHNERT FIRE & SAFETY SUPPLIES | | | | |
| 8041 | Ayton Library fire extinguisher/emerg light inspection | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-3000-2015 | Lib Bldg Maintenance Normanby | | | | 56.50 |
| S&19029 | S & E LAWN CARE & SNOW REMOVAL LTD | | | | |
| 2022-0965 LIBI | Oct. 5-13 Library grass cutting (2 each) | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-3000-2050 | Lib Nby Lot/Grass Maintenance | | | | 28.24 |
| SGS12007 | SGS LAKEFIELD RESEARCH LTD | | | | |
| 11545685 LIBI | Oct. 17 water testing @ 610 Alfred Str Ayton (Library portion) | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-3000-2008 | Lib Utilities Water/Sewer Normanby | | | | 12.80 |
| SPA19370 | SPARLING'S PROPANE CO. LTD. | | | | |
| 887250769209 | Nov. 23 propane delivery @ 610 Alfred, Ayton - Library portion | 313 | 30-Nov-2022 | 30-Nov-2022 | |
| 2-5-3000-2009 | Lib Utilities Heat Normanby | | | | 294.48 |
| Department Totals : | | | | | 392.02 |

| | | | | | |
|---|---|-----|-------------|-------------|--------|
| DEPARTMENT 4000 Library Expense Durham | | | | | |
| AMA00001 | AMAZON.COM.CA INC | | | | |
| CA215YB9160I | Sept. 29 - wood beads | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2023 | Program Development Durham | | | | 10.75 |
| CA21BRON7KI | Oct 5 : assortment 6 pck 100% cotton medium | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2023 | Program Development Durham | | | | 27.45 |
| CA223HAUKS/ | Sept. 29: Christmas simulation snow | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2023 | Program Development Durham | | | | 8.98 |
| CA22A1UYIAC | Oct 6 : book order | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2044 | Lib Purchase Books Durham | | | | 56.70 |
| CA22A3XD4AC | Oct 7 : handcrafter cotton off white yard | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2023 | Program Development Durham | | | | 21.57 |
| CA22BONZUA | DVD order - Bullet Train | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2045 | Lib Collections-DVDs, periodicals,etc | | | | 24.85 |
| CA22BOOAEA | Oct 12 : book order | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2044 | Lib Purchase Books Durham | | | | 63.00 |
| CA22E0ZLOAC | Oct 18 : book order | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2044 | Lib Purchase Books Durham | | | | 12.59 |
| CA22ECTM8A/ | Oct 20 : book order | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2044 | Lib Purchase Books Durham | | | | 224.43 |

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



AP5130

Page : 2

Date : Dec 06, 2022

Time : 11:43 am

Vendor : @HO0001 To ZZZ91192
 Batch : 313 To 313
 Department : All

Cheque Print Date : 01-Nov-2022 To 30-Nov-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 | | | | |
| CA22EG41RA Oct 20 : book order 2-5-4000-2044 | Lib Purchase Books Durham | 313 | 15-Nov-2022 | 15-Nov-2022 | 336.88 |
| CA22EH42EAC Oct 20 : book order 2-5-4000-2044 | Lib Purchase Books Durham | 313 | 15-Nov-2022 | 15-Nov-2022 | 51.36 |
| CA22EH49DAC Handicrafter cotton off white yarn 2-5-4000-2023 | Program Development Durham | 313 | 15-Nov-2022 | 15-Nov-2022 | 19.98 |
| CA22FGU4KA Oct 19 : book order 2-5-4000-2044 | Lib Purchase Books Durham | 313 | 15-Nov-2022 | 15-Nov-2022 | 33.21 |
| CA22FV508AC Oct 25 DVD - Top Gun Maverick 2-5-4000-2045 | Lib Collections-DVDs, periodicals,etc | 313 | 15-Nov-2022 | 15-Nov-2022 | 24.85 |
| CA22GT1Q4A Oct 26 : book order 2-5-4000-2044 | Lib Purchase Books Durham | 313 | 15-Nov-2022 | 15-Nov-2022 | 32.38 |
| CA22KF3PSAC Apple Barrel acrylic paint 2-5-4000-2023 | Program Development Durham | 313 | 16-Nov-2022 | 16-Nov-2022 | 1.10 |
| CA22KRT5UA Oct 10 : book order 2-5-4000-2044 | Lib Purchase Books Durham | 313 | 15-Nov-2022 | 15-Nov-2022 | 20.74 |
| CA22KRT6RA Oct 10 : book order 2-5-4000-2044 | Lib Purchase Books Durham | 313 | 15-Nov-2022 | 15-Nov-2022 | 38.21 |
| CA22LE2WZA Oct 7 : spiral sketch book 2-5-4000-2023 | Program Development Durham | 313 | 30-Nov-2022 | 30-Nov-2022 | 33.89 |
| CA22LO6FAC Oct 10 : book order 2-5-4000-2044 | Lib Purchase Books Durham | 313 | 16-Nov-2022 | 16-Nov-2022 | 24.90 |
| CA22W7TCI8A Oct. 13 - 200 pcs mini glue sticks 2-5-4000-2023 | Program Development Durham | 313 | 15-Nov-2022 | 15-Nov-2022 | 22.59 |
| CA23MMZOZ1 Sept. 29 : 300 ft natural jute twine 2-5-4000-2023 | Program Development Durham | 313 | 15-Nov-2022 | 15-Nov-2022 | 12.43 |
| CA23Y9WKAC Credit for DVD pricing 2-5-4000-2045 | Lib Collections-DVDs, periodicals,etc | 313 | 15-Nov-2022 | 15-Nov-2022 | -2.26 |
| CA23YLLUAC Oct. 19 - credit 2-5-4000-2044 | Lib Purchase Books Durham | 313 | 15-Nov-2022 | 15-Nov-2022 | -4.77 |
| CA27W61P7R Kololary Dbl 12 Mexican Train Dominoes 2-5-4000-2023 | Program Development Durham | 313 | 15-Nov-2022 | 15-Nov-2022 | 47.45 |
| CA28SLQ8068 D-Line cable management box, cord organizer 2-5-4000-2035 | Library Hardware - Computer Purchases | 313 | 15-Nov-2022 | 15-Nov-2022 | 36.62 |
| CA28TCQ8068 Oct 20 : floor cable covers 2-5-4000-2035 | Library Hardware - Computer Purchases | 313 | 15-Nov-2022 | 15-Nov-2022 | 62.62 |
| CA2992IXN9SI Oct 7 - zip poly reclosable bags 2-5-4000-2023 | Program Development Durham | 313 | 15-Nov-2022 | 15-Nov-2022 | 20.71 |
| CA2A0CGC7J Oct. 3 : wooden beads 2-5-4000-2023 | Program Development Durham | 313 | 15-Nov-2022 | 15-Nov-2022 | 11.85 |
| CA2A3CVLWF Nov. 9 - paint brush set 2-5-4000-2023 | Program Development Durham | 313 | 15-Nov-2022 | 15-Nov-2022 | 14.68 |
| CA2ADS9KCTI Nov. 8 paint brush set 2-5-4000-2023 | Program Development Durham | 313 | 30-Nov-2022 | 30-Nov-2022 | 16.89 |
| CA2COQP1KY Credit re: export free 2-5-4000-2045 | Lib Collections-DVDs, periodicals,etc | 313 | 30-Nov-2022 | 30-Nov-2022 | -0.28 |
| CA2EDGC7JSI Oct 16 credit: rnd wood balls jewelry craft wood making | | 313 | 15-Nov-2022 | 15-Nov-2022 | |

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



AP5130

Page : 3

Date : Dec 06, 2022

Time : 11:43 am

Vendor : @HO00001 To ZZZ91192
Batch : 313 To 313
Department : All

Cheque Print Date : 01-Nov-2022 To 30-Nov-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 | | | | |
| 2-5-4000-2023 | Program Development Durham | | | | -11.85 |
| CA2G4ZZ98PI | Nov 10 DVD - Handmaid's Tale Season 4 | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2045 | Lib Collections-DVDs, periodicals,etc | | | | 19.44 |
| CA2GCQFZY7 | Oct 7 : 700 pack poly bags | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2023 | Program Development Durham | | | | 14.64 |
| CA2LUNHW9V | Oct. 19: 100 pcs small brwn paper bags | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2023 | Program Development Durham | | | | 20.33 |
| CA2MOLCOGI | People counter (digital & wireless) | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2035 | Library Hardware - Computer Purchases | | | | 303.97 |
| CAA2EE1Y2A | Oct 20 : book order | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2044 | Lib Purchase Books Durham | | | | 57.80 |
| BOH02241 | BOHNERT FIRE & SAFETY SUPPLIES | | | | |
| 4049 | Durham Library fire extinguisher/emerg light inspection | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2015 | Lib Bldg Maintenance Durham | | | | 56.50 |
| CUL00001 | CULKIN KIMMERLEA | | | | |
| COT. 2022 B | Oct. 13 Dollarama - take + make kit supplies | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2023 | Program Development Durham | | | | 13.00 |
| OCT 2022 C | Oct. 7 Dollarama - paper bags, cotton balls, knitting set, promofil | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2023 | Program Development Durham | | | | 8.19 |
| OCT. 2022 A | Oct. 13 Dollarama: jewelry beads, bath sponge, storage bags | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2023 | Program Development Durham | | | | 7.35 |
| EXC05059 | EXCEL BUSINESS SYSTEMS | | | | |
| 270909 | Durham Library copier lease for December | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2022 | Lib. Durham Copier Lease | | | | 163.85 |
| 463480 | Library copier read - October (2333) | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2011 | Lib Office Supplies Durham | | | | 141.90 |
| KAN00001 | KANOPY INC | | | | |
| 321149-PPU | October PPU : 36 + 10 + 1 KKids + 2 KSeries | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2026 | Library E-Resources (Overdrive/e-books) | | | | 127.00 |
| LIB00002 | LIBRARY SERVICES CENTRE | | | | |
| 630563 | Oct. 14 book order / proc charges | 313 | 16-Nov-2022 | 16-Nov-2022 | |
| 2-5-4000-2043 | Lib. Durham Book Processing Fees | | | | 18.97 |
| 2-5-4000-2044 | Lib Purchase Books Durham | | | | 105.21 |
| 630862 | Oct. 21 book order/ proc charges | 313 | 16-Nov-2022 | 16-Nov-2022 | |
| 2-5-4000-2044 | Lib Purchase Books Durham | | | | 190.00 |
| 2-5-4000-2043 | Lib. Durham Book Processing Fees | | | | 32.54 |
| 631244 | Oct. 28 book order / proc charges | 313 | 16-Nov-2022 | 16-Nov-2022 | |
| 2-5-4000-2023 | Program Development Durham | | | | 10.85 |
| 2-5-4000-2044 | Lib Purchase Books Durham | | | | 56.19 |
| 631886 | Nov. 11 book order/proc charges | 313 | 30-Nov-2022 | 30-Nov-2022 | |
| 2-5-4000-2043 | Lib. Durham Book Processing Fees | | | | 46.11 |
| 2-5-4000-2044 | Lib Purchase Books Durham | | | | 234.21 |
| 632155 | Nov. 18 book order / proc charges | 313 | 30-Nov-2022 | 30-Nov-2022 | |
| 2-5-4000-2043 | Lib. Durham Book Processing Fees | | | | 29.83 |
| 2-5-4000-2044 | Lib Purchase Books Durham | | | | 159.73 |
| MID00008 | CVS MIDWEST TAPE CANADA | | | | |
| 502798455 | Oct. 11 book order (The Girl From Guernica) | 313 | 15-Nov-2022 | 15-Nov-2022 | |

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



AP5130

Page : 4

Date : Dec 06, 2022

Time : 11:43 am

Vendor : @HO00001 To ZZZ91192

Batch : 313 To 313

Department : All

Cheque Print Date : 01-Nov-2022 To 30-Nov-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 | | | | |
| 2-5-4000-2044 | Lib Purchase Books Durham | | | | 61.94 |
| NIH00001 NIHLEN HILARY | | | | | |
| OCT 2022 | Oct. mileage - 184 kms | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2021 | Courier Mileage/Compensation | | | | 94.76 |
| ROB00006 ECKHARDT KAYLA | | | | | |
| NOV. 10/22 | Reimburse: Daisy's Clay House - cat, girl gnome, fox, fish | 313 | 30-Nov-2022 | 30-Nov-2022 | |
| 2-5-4000-2023 | Program Development Durham | | | | 406.80 |
| NOV. 2022 | Aug. 4 - Nov. 10 mileage 253 kms | 313 | 30-Nov-2022 | 30-Nov-2022 | |
| 2-5-4000-2021 | Courier Mileage/Compensation | | | | 133.30 |
| OCT. 2022 A | Oct. 13 'Going Once Going Twice' - halloween costumes for kids | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2023 | Program Development Durham | | | | 106.22 |
| OCT. 2022 B | Oct. 15 WalMart - Nestle choc bars | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2023 | Program Development Durham | | | | 76.70 |
| S&19029 S & E LAWN CARE & SNOW REMOVAL LTD | | | | | |
| 2022-0965 LIBI | Oct. 5-13 Library grass cutting (2 each) | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2050 | Lib Durham Lot/Grass Maintenance | | | | 56.50 |
| 2022-0999 | Library cleaning services - October (5) | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-3011 | Lib Durham Contract Wages | | | | 649.75 |
| SUN00002 POSTMEDIA PAYMENT CENTRE | | | | | |
| 747133 | Oct. 6 + 13 Hanover Post ad: Friends of the WG Library Book Sale Oct.21+22 | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2010 | Lib Durham FOL Supplies | | | | 237.30 |
| SWA00003 SWAN DUST CONTROL LTD | | | | | |
| 6173999 | Oct. 26 mat rental @ Durham Library | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2015 | Lib Bldg Maintenance Durham | | | | 21.47 |
| 6185452 | Nov. 9 mat rental @ Durham Library | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2015 | Lib Bldg Maintenance Durham | | | | 23.62 |
| 6193557 | Nov. 23 mat rental @ Durham Library | 313 | 30-Nov-2022 | 30-Nov-2022 | |
| 2-5-4000-2015 | Lib Bldg Maintenance Durham | | | | 23.62 |
| TEC00001 TECH 360 | | | | | |
| 2022-290 | Durham Libr: investigate network issues | 313 | 30-Nov-2022 | 30-Nov-2022 | |
| 2-5-4000-2028 | Library - IT support | | | | 144.08 |
| WAT00015 WATTS SARAH | | | | | |
| OCT. 2022 | Oct. mileage - 169 kms | 313 | 30-Nov-2022 | 30-Nov-2022 | |
| 2-5-4000-2021 | Courier Mileage/Compensation | | | | 87.04 |
| SEPT. 2022 | Sept. mileage - 192 kms | 313 | 30-Nov-2022 | 30-Nov-2022 | |
| 2-5-4000-2021 | Courier Mileage/Compensation | | | | 104.64 |
| WHI00003 WHITEHOTS INC | | | | | |
| 3462780 | Sept. 30 book order | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2044 | Lib Purchase Books Durham | | | | 378.05 |
| 3462781 | Sept. 30 book order | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2044 | Lib Purchase Books Durham | | | | 13.64 |
| 3462783 | Sept. 30 book order | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2044 | Lib Purchase Books Durham | | | | 48.17 |
| 3463702 | Oct. 7 book order | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2044 | Lib Purchase Books Durham | | | | 298.73 |
| 3463704 | Oct. 7 book order | 313 | 15-Nov-2022 | 15-Nov-2022 | |

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



AP5130 Page : 5
 Date : Dec 06, 2022 Time : 11:43 am
 Cheque Print Date : 01-Nov-2022 To 30-Nov-2022
 Bank : 2 To 2
 Class : All

Vendor : @HO00001 To ZZZ91192
 Batch : 313 To 313
 Department : All

| Vendor Invoice | Vendor Name Description | Batch | Inv Date | Inv Due Date | Amount |
|----------------------------|-------------------------------|-------|-------------|--------------|-----------------|
| G.L. Account | CC1 CC2 CC3 GL Account Name | | | | |
| DEPARTMENT 4000 | Library Expense Durham | | | | |
| 2-5-4000-2044 | Lib Purchase Books Durham | | | | 50.11 |
| 3464157 | Oct. 13 book order | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2044 | Lib Purchase Books Durham | | | | 457.66 |
| 3464160 | Oct. 13 book order | 313 | 16-Nov-2022 | 16-Nov-2022 | |
| 2-5-4000-2044 | Lib Purchase Books Durham | | | | 60.27 |
| 3464974 | Oct. 19 book order | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2044 | Lib Purchase Books Durham | | | | 95.38 |
| 3465236 | Oct. 20 book order | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2044 | Lib Purchase Books Durham | | | | 193.31 |
| 3465238 | Oct. 20 book order | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2044 | Lib Purchase Books Durham | | | | 251.28 |
| 3465453 | Oct. 21 book order | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2044 | Lib Purchase Books Durham | | | | 119.84 |
| 3466496 | Oct. 28 book order | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2044 | Lib Purchase Books Durham | | | | 379.26 |
| 3467456 | Nov. 4 book order | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2044 | Lib Purchase Books Durham | | | | 357.78 |
| 3467458 | Nov. 4 book order | 313 | 15-Nov-2022 | 15-Nov-2022 | |
| 2-5-4000-2044 | Lib Purchase Books Durham | | | | 80.03 |
| 3468448 | Nov. 11 book order | 313 | 30-Nov-2022 | 30-Nov-2022 | |
| 2-5-4000-2044 | Lib Purchase Books Durham | | | | 314.22 |
| 3468451 | Nov. 11 book order | 313 | 30-Nov-2022 | 30-Nov-2022 | |
| 2-5-4000-2044 | Lib Purchase Books Durham | | | | 135.92 |
| 3469342 | Nov. 17 book order | 313 | 30-Nov-2022 | 30-Nov-2022 | |
| 2-5-4000-2044 | Lib Purchase Books Durham | | | | 212.13 |
| 3469343 | Nov. 17 book order | 313 | 30-Nov-2022 | 30-Nov-2022 | |
| 2-5-4000-2044 | Lib Purchase Books Durham | | | | 24.09 |
| 3469345 | Nov. 17 book order | 313 | 30-Nov-2022 | 30-Nov-2022 | |
| 2-5-4000-2044 | Lib Purchase Books Durham | | | | 16.17 |
| Department Totals : | | | | | 8,825.89 |

Computer Paid Total : 9,654.66

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



AP5130 Page : 5
 Date : Dec 06, 2022 Time : 11:43am
 EFT Paid Date : 01-Nov-2022 To 30-Nov-2022
 Bank : 2 To 2
 Class : All

Vendor : @HO00001 To ZZZ91192
 Batch : 313 To 313
 Department : 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 | | | | |
| WES08001 | WESTARIO POWER | | | | |
| 2200166033 | Neust. Library hydro - Sept. | 313 | 22-Nov-2022 | 22-Nov-2022 | |
| 2-5-2000-2014 | Lib Utilities Hydro Neustadt | | | | 69.11 |

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



AP5130

Page : 6

Date : Dec 06, 2022

Time : 11:43am

Vendor : @HO00001 To ZZZ91192
Batch : 313 To 313
Department : All

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

| Vendor Code | Vendor Name | | | | | Batch | Inv Date | Inv Due Date | Amount |
|-----------------|--------------------------|-----|-----|-----|-----------------|-------|----------------------------|--------------|--------|
| Invoice No. | Description | CC1 | CC2 | CC3 | GL Account Name | | | | |
| G.L. Account | | | | | | | | Amount | |
| DEPARTMENT 2000 | Library Expense Neustadt | | | | | | | | |
| | | | | | | | Department Totals : | 69.11 | |

| | | | | | | | | | |
|-----------------|--|--|--|--|------------|-----|----------------------------|---------------|--------|
| DEPARTMENT 3000 | Library Expense Normanby | | | | | | | | |
| EAS00001 | EASTLINK | | | | | | | | |
| 19029596 | Ayton Library phone/internet/ | | | | to Nov. 11 | 313 | 22-Nov-2022 | 22-Nov-2022 | |
| 2-5-3000-2017 | Lib Internet Normanby | | | | | | | | 107.29 |
| 2-5-3000-2016 | Lib Telephone/Fax Normanby | | | | | | | | 32.05 |
| HYD15021 | HYDRO ONE NETWORKS INC. | | | | | | | | |
| 610 ALF NOV.2 | October hydro @ 610 Alfred Str Ayton - Library portion | | | | | 313 | 22-Nov-2022 | 22-Nov-2022 | |
| 2-5-3000-2014 | Lib Utilities Hydro Normanby | | | | | | | | 105.72 |
| | | | | | | | Department Totals : | 245.06 | |

| | | | | | | | | | |
|-----------------|--|--|--|--|---------------------|-----|----------------------------|-----------------|--------|
| DEPARTMENT 4000 | Library Expense Durham | | | | | | | | |
| CIB03019 | CIBC CREDIT CARD SERVICES | | | | | | | | |
| 6065 OCT. 24/2: | October - Apple I-Cloud storage | | | | | 313 | 08-Nov-2022 | 08-Nov-2022 | |
| 2-5-4000-2036 | Library Software - database,website,etc | | | | | | | | 1.46 |
| 6065 OCT. 24/2: | Sept. 23 : Brutons service call for blinds | | | | | 313 | 08-Nov-2022 | 08-Nov-2022 | |
| 2-5-4000-2015 | Lib Bldg Maintenance Durham | | | | | | | | 56.50 |
| 6065 OCT. 24/2: | Oct. 21 : Brutons blinds repairs Inv#1543) | | | | | 313 | 08-Nov-2022 | 08-Nov-2022 | |
| 2-5-4000-2015 | Lib Bldg Maintenance Durham | | | | | | | | 79.08 |
| 6065 OCT. 24/2: | Oct. 6: Giddy Goblin Games - gift certificate | | | | | 313 | 08-Nov-2022 | 08-Nov-2022 | |
| 2-5-4000-2023 | Program Development Durham | | | | | | | | 50.00 |
| 6065 OCT. 24/2: | Oct. 6: Mastermind Toys - Lego mini figures | | | | | 313 | 08-Nov-2022 | 08-Nov-2022 | |
| 2-5-4000-2023 | Program Development Durham | | | | | | | | 67.66 |
| 6065 OCT. 24/2: | Oct. 12: Amazon.ca - surface cleaner | | | | | 313 | 08-Nov-2022 | 08-Nov-2022 | |
| 2-5-4000-2023 | Program Development Durham | | | | | | | | 13.54 |
| 6065 OCT. 24/2: | Oct. 14: Food Network Magazine subscription renewal (\$44.97 US) | | | | | 313 | 08-Nov-2022 | 08-Nov-2022 | |
| 2-5-4000-2045 | Lib Collections-DVDs, periodicals,etc | | | | | | | | 64.07 |
| 6065 OCT. 24/2: | Oct. 5: Canada Post interlibrary loans delivery charges | | | | | 313 | 08-Nov-2022 | 08-Nov-2022 | |
| 2-5-4000-2019 | Lib ILLO Expense | | | | | | | | 20.68 |
| EAS00001 | EASTLINK | | | | | | | | |
| 19029596 | Ayton Library | | | | security to Nov. 11 | 313 | 22-Nov-2022 | 22-Nov-2022 | |
| 2-5-4000-2051 | Library - Security Expense | | | | | | | | 25.88 |
| 19141800 | Durham Library phone/internet / | | | | security to Nov. 29 | 313 | 22-Nov-2022 | 22-Nov-2022 | |
| 2-5-4000-2051 | Library - Security Expense | | | | | | | | 67.52 |
| 2-5-4000-2016 | Lib Telephone/Fax Durham | | | | | | | | 142.00 |
| 2-5-4000-2017 | Lib Connectivity/Internet | | | | | | | | 157.01 |
| HYD15021 | HYDRO ONE NETWORKS INC. | | | | | | | | |
| 453 GARAF NC | Durham Library hydro to Oct. 22 | | | | | 313 | 08-Nov-2022 | 08-Nov-2022 | |
| 2-5-4000-2014 | Lib Utilities Hydro Durham | | | | | | | | 246.30 |
| UNI21001 | ENBRIDGE GAS (UNION GAS) | | | | | | | | |
| 453 GARAF NO | Durham Library heat to Nov 10 | | | | | 313 | 22-Nov-2022 | 22-Nov-2022 | |
| 2-5-4000-2009 | Lib Utilities Heat Durham | | | | | | | | 65.17 |
| | | | | | | | Department Totals : | 1,056.87 | |

EFT Paid Total : 1,371.04

| | |
|---|------------------|
| Total Unpaid for Approval : | 0.00 |
| Total Manually Paid for Approval : | 0.00 |
| Total Computer Paid for Approval : | 9,654.66 |
| Total EFT Paid for Approval : | 1,371.04 |
| Grand Total ITEMS for Approval : | 11,025.70 |

Library Board Legacy Document 2018 – 2022

Preamble

This legacy document has been created by the 2018-2022 West Grey Public Library Board to assist the incoming Library Board (2022-2026). A smooth transition is important for the Board and this document is a tool for ensuring continuity. The CEO, staff, and any returning Board members will also assist with continuity.

The Legacy Document highlights accomplishments, events, and challenges throughout the term and includes recommended next steps. This document should be used as a reference along with OLA’s “Cut to the Chase.” (appendix A)

Highlights from 2018-2022 and Recommended Next Steps

| Year | Item | Board 2018-2022 | Recommended Next Steps |
|------|---------------------|--|--|
| 2019 | OLBA Conference | Board Bootcamp – Chair & two Board members attended | If offered in 2023, highly recommend that some Board members attend – great learning & networking |
| | Strategic Plan | The Strategic Plan was co-designed with Board and staff, with the assistance of a consultant from OMAFRA (at no cost). The strategic plan set goals and objectives for the Board term. The CAO provided regular progress updates. (appendix B & C) | Up to \$25,000 in funding for a new Strategic Plan is available through Development Charges. Work with a consultant to develop the next Strategic Plan building on the data and recommendations of the 2022 Service Review (appendix E) |
| | Inter-library loans | The provincial government cancelled the inter-library service SOLS (Southern Ontario Library Service) and subsequently replaced the service with books by mail. ILLO takes staff about 15 hours per week, this has not increased BUT to handle the changes we no longer ship as often to other libraries or get in book club books. | Shipping cost will increase yearly. Unfortunately, we are not aware by how much. We now must purchase more tape and bags for shipping. |

Library Board Legacy Document 2018 – 2022

| Year | Item | Board 2018-2022 | Recommended Next Steps |
|------|------------------------------------|---|--|
| 2020 | COVID-19 | <p>In March 2020, the Library was forced to shut-down due to provincially mandated measures for the COVID-19 pandemic. The pandemic was a challenging time, however library staff were resilient and creative as they adapted to new guidelines. Staff discovered new ways of working and delivering services including: from home, online, curbside, and with reduced operational hours. Pandemic protocols were established and executed. The Board transitioned to virtual platform for meetings. New policies were developed including:</p> <ul style="list-style-type: none"> - Work from Home Policy - Health & Safety, Security and Emergency Policy | CEO continues to monitor and follows recommendations from Public Health |
| | Durham Branch renovation | The Durham Branch underwent a minor renovation which created two private office spaces for staff. | The Durham Branch requires an addition or a larger building (move or build) to address the current needs and upcoming growth. Across all 3 branches, the Library is significantly undersized. See recommendations from Service Review (appendix E). Utilising the data gathered from the Service Review, the Board will need to demonstrate the need for expansion to the municipality and work with the municipality to determine options, studies, and next steps for expansion. The buildings are a municipal responsibility. |
| | Redesigned website | The Library website underwent a website redesign. | |
| | Compensation & Organization Review | A Compensation and Organization Review was completed for the Library by a consultant (paid for by the municipality). This included a pay equity review. | See report recommendations for next steps which include growing the staff compliment and increasing part-time staff to full-time staff (appendix D) |

Library Board Legacy Document 2018 – 2022

| Year | Item | Board 2018-2022 | Recommended Next Steps |
|-------------|---|---|--|
| 2021 | Closure of Elmwood Resource Centre | Following the Organization Review the Board closed the Elmwood Resource Centre in March 2021 where the library had been providing 4 hours of service weekly. | |
| | Staff appreciation event | The Board hosted a staff appreciation event and celebrated 'years of service' awards. The event was well received and appreciated. | Consider hosting a staff appreciation and years-of-service event every 3 rd year of the Board term |
| | MOU with West Grey | A draft MOU with the Municipality of West Grey was provided to the CAO. The document sets out roles, responsibilities, and supports for areas such as: finance, professional development, building maintenance etc. | Follow-up with CAO in 2023 |
| | Expansion of digital services | We added LibraryAware, Novelist for staff use. Wifi Hotspots, NicheAcademy (online training), Envisionware/CyberLibrarian, Princh, and online programming during COVID for the public. | |
| | Fine Free | Adopted a "fine free" model. | |
| 2022 | Grey Highlands contract negotiation & renewal | Beginning in Fall 2021 the Board renegotiated the contract with Grey Highlands. The contract expires on Dec 2024. | Start reviewing the contract a year before the it lapses |
| | Increased staffing hours | Staffing was increased from 4.3 FTE to 5.6 FTE in 2022. | Organizational Review recommends the increase of FTE. Service Review also demonstrates that the library is understaffed. |
| | Truth & Reconciliation | Truth & Reconciliation training was offered for staff and Board members through First Nations University's online course "4 Seasons of Reconciliation" | This opportunity is available for all Board members in the new term. |

Library Board Legacy Document 2018 – 2022

| | Service Review | The Board utilised library reserves to fund a Service Review of the Library. Consultant Stephen Abrams completed the review and provided a report and presentation to the Board. | There are many recommendations for the Board and for the CEO. Board recommendations are included in (appendix E) |
|------|----------------------------------|---|--|
| Year | Item | Board 2018-2022 | Recommended Next Steps |
| | New staff position added | Digital Services Librarian position was added in 2022. This position handles social media, website, e-resources, and tech training, as well as back up to the front desk. | Continue to advocate for funding to increase the staff complement which is significantly lower than peer municipalities (see appendix D & E) |
| | Policies | A policy review schedule was developed along with many new policies including: Diversity & Inclusion, Indigenous Awareness & Reconciliation, WGPL Board meals, accommodation & mileage, Personal days policy, Professional development policy, Public health emergency policy | New policies in progress include: Emergency Succession Planning Policy |
| | Rockwood Longterm Care in Durham | Grey County is building a new Rockwood Longterm Care Centre in Durham with plans to develop a Campus of Care. There have been preliminary discussions regarding library services at Rockwood | Book meetings with West Grey CAO & Grey County CAO to advance discussions around service delivery / space requirements at Rockwood. |

A few more reflections:

- Due to insufficient funding in 2018, hours of operation at the Durham Branch were reduced and have yet to be fully restored
- The Ontario Library Service (OLS) Governance Hub contains excellent resources and training modules for Board members. Consider making time for training at start of every Board meeting for training as a Board <https://www.olservice.ca/gov-hub>
- Consider a delegation to Council, mid-year, annually, to share the positive impact of the Library in our community and information from the Service Review
- Board Self-evaluation tool was completed by the Board in 2022, consider using this tool annually
- The consultant who prepared the Service Review 2022 is prepared to do a one-day fundraising workshop for the Board in 2023 and a Strategic Plan to continue the work from the Service Review

Library Board Legacy Document 2018 – 2022

We would like to acknowledge the contributions of Board members throughout the term who are no longer serving on the Board: Councillor Doug Hutchinson, Claudia Mueller, Michele Humphrey, Lindsey Glazier and Les Bridgen.

Remember, you act as a TEAM! The Board speaks as one collective voice with a unified opinion in the public sphere. Make use of all your skills and collective wisdom.

Sincerely the members of the West Grey Public Library Board 2018-2022:

Malcolm Beddoe, Chair
Tyler Barlow
Boyde Colwell
Beth Hamilton, Vice-Chair, Council Appointee
Liz Murray, Secretary
Stephen Townsend, Council Appointee

Appendix items:

- A - OLA "Cut to the Chase"
- B - Strategic Plan
- C - Strategic Plan Update
- D - Compensation & Organization Review 2020 Recommendations
- E - Service Review 2022 Recommendations

December 14, 2022

Admin:

Donations were received from the estate of Donna Reay.

The Board completed its self-evaluation with 4 of 6 participating (66%). The summary of the evaluation is attached.

We are working on the list of names to be added to the tax bill for collection of lost materials.

The Board Orientation binder is being revised and updated in time for the new board in January.

Durham and Ayton hours will be changing in January.

The library branches will be closed December 24 and opening on January 3.

A part-time position has been posted to cover some of these changes. This won't increase the hours, as it will be using current staff hours.

Service Review follow up:

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

Buildings:

The Neustadt window will be completed now in the first quarter of 2023. A motion to hold Municipal Capital funds from 2022 to have this completed is required.

West Grey Public Library Board Board Self-evaluation Questionnaire

The current West Grey Public Library Board was appointed in December of 2018. Its term is four years and ends at the first regular meeting of the Municipal Council. The Board elected to conduct a paper-based survey to evaluate its governance practices as this term ends.

The survey consisted of four main sections, with 7-12 questions in each section. The sections addressed:

- Effectiveness (“How well has the Board done its job?”)
- Conduct (“How well has the Board conducted itself?”)
- Professional relationship with Library executive staff (“Board’s relationship with CEO/Chief Librarian) and
- Chair’s skills and abilities (“Feedback to the Chair of the Board”)

The survey was distributed to the 6 Board members (4 community members and 2 Council reps). Four completed surveys were collected by the Chair and CEO in November 2022. Data was collected, and a preliminary analysis conducted by the CEO of West Grey Public Library, at the request of the Board Executive.

The following graph summarizes the results in each section (except “Feedback to the Chair”):

| Survey Sections | Average percent | Rating | Raw Scale |
|--|-----------------|-----------|-----------|
| Effectiveness | 24.5 | Excellent | 24-30 |
| Conduct | 42.75 | Excellent | 40-50 |
| Professional relationship with Library Executive | 46 | Excellent | 40+ |

A complete data set copy of questionnaire and comments from Board members are available on request.

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 | DEFERRE D | DEFERRED |
| <u>MAR 9, 2022</u> | | | | | |
| | Board evaluation | Board | July – suggestions to Kim, complete and bring to Sept meeting To be sent to Kim before end of October | November | |
| <u>MAY 11, 2022</u> | | | | | |
| | Board Legacy document | Board | July – add consultant’s goals | November | |

Board Meeting tasks and actions

| | | | | | |
|---------------------|-------------------------|-----|--|--|--|
| | | | Beth and Kim to have a draft by November meeting | | |
| <u>OCT 12, 2022</u> | | | | | |
| | Tangible Capital Assets | Kim | Ask Kerri about expenses and tangible capital assets on auditor's report | November | |
| | 5-year budget plan | Kim | | November | |
| <u>Nov 9, 2022</u> | | | | | |
| | Service Review table | Kim | | To be given to new board in orientation binder | |

Municipality of West Grey

2023 - 2033 TEN YEAR CAPITAL FORECAST

CONSOLIDATED PROJECT LISTING

DRAFT



| Project Name/Description | Total Expenditure (enter cost in budget year where applicable) | | | | | | | | | | |
|--|---|------------------|------------------|------------------|-------------------|------------------|-------------|-------------|-------------|-------------|-------------|
| | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 |
| DURHAM | | | | | | | | | | | |
| Expansion - construction | | | | | \$ 450,000 | | | | | | |
| Parking upgrade estimate | | | | | | \$ 10,000 | | | | | |
| AYTON | | | | | | | | | | | |
| Ayton windows whole building needs to be done | \$ 16,320 | | | | | | | | | | |
| Ayton entrance door accessible doors (2) with small ramp | | | \$ 10,000 | | | | | | | | |
| NEUSTADT | | | | | | | | | | | |
| Flooring rest of building | | | | \$ 10,000 | | | | | | | |
| Shelving rest of building | | | | | \$ 10,000 | | | | | | |
| Ceiling remove stained and peeling ceiling | | \$ 10,000 | | | | | | | | | |
| Back door with crash bar based on front door | | \$ 2,500 | | | | | | | | | |
| Replace bay window estimate - from 2022 move to 2023 | \$ 9,000 | | \$ 5,000 | | | | | | | | |
| SUBTOTAL - LIBRARY | \$ 25,320 | \$ 12,500 | \$ 15,000 | \$ 10,000 | \$ 460,000 | \$ 10,000 | \$ - | \$ - | \$ - | \$ - | \$ - |
| GRAND TOTALS | \$ 25,320 | \$ 12,500 | \$ 15,000 | \$ 10,000 | \$ 460,000 | \$ 10,000 | \$ - | \$ - | \$ - | \$ - | \$ - |