

West Grey Public Library Board

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

Agenda

February 8, 2023, 7pm

1. Introductions
2. Call to order
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 N/A
6. Consent Agenda
 - a. Adopt previous minutes – January 18, 2023
 - b. Accounts Payable – A/P Voucher 2022 – December, Vocher#12 - \$7,876.55, Voucher#13 - \$6,794.54

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. Vice Chair election
 - i. Moved by and seconded by THAT the Board elect to the position of Vice Chair for the 2023-2024 term.
 - b. OLS Board Assembly – board member
 - c. 2023 meeting schedule
8. CEO/Chief 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. Policies

West Grey Public Library Board

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

- i. Moved by and seconded by THAT the West Grey Library Board adopt the following Municipal policies – Health & Safety, Accessible Customer Service Standards, Integrated Accessibility Standard Regulation, Personnel Policy, Respect in the Workplace, Multi-year Accessibility Plan, Use of Corporate Resources during an Election, R-Zone and Right to Disconnect.
 - ii. Moved by and seconded by THAT the West Grey Library Board approve BL-01.
 - b. 2023 budget
 - c. Strategic Plan
11. Open Discussion (15 min)
12. Next Meeting – Wednesday March 8, 2023, 7pm at the Durham Branch
13. Adjournment

West Grey Public Library Board Minutes

January 18, 2023
West Grey Public Library – Durham Branch

Present: Malcolm Beddoe, Stephen Townsend, Samantha Mund, Scott Foerster

Absent: Geoffrey Shea, Yvonne Pelletier

1. Welcome new Board Members

2. Call to Order

The Chair called the meeting to order at 7:30 pm.

3. Agenda approved

Moved by Stephen Townsend and seconded by Scott Foerster THAT the Agenda be approved.

Motion carried.

4. Elections of Chair and Vice Chair

Moved by Stephen Townsend and seconded by Scott Foerster THAT the Board elect Malcolm Beddoe to the position of Board Chair for the 2023-2024 term.

Carried

Vice Chair election to be held in February when more Board members are present.

5. Declaration of Interest

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

6. Correspondence

None

West Grey Public Library Board Minutes

January 18, 2023
West Grey Public Library – Durham Branch

7. Consent Agenda

- a. **Adopt previous minutes – Dec 14, 2022. Closed minutes May 11, 2022, July 13, 2022 and November 9, 2022.**
- b. **Accounts Payable – A/P Voucher 2022 - \$7,876.55**

Moved by Stephen Townsend and seconded by Samantha Mund THAT the West Grey Public Library Board adopt items A and B on the consent agenda.

Motion carried.

8. Matters arising from the minutes

N/A

9. Librarian's Report

Moved by Samantha Mund and seconded by Scott Foerster to accept the Librarians report.

Motion carried.

10. Report from Council members'

Scott Foerster mentioned that the Elmwood Community Centre Board mentioned that the Bruce County Bookmobile will be scheduled to stop at the Community Centre.

11. Other business

a. Board training

- i. Public Library Act – a discussion was held regarding governance.
- ii. The Board Orientation binder was handed out
- iii. Meeting expectations were covered

b. Board member to attend as a representative to the Board Assembly for OLS

- i. Will be discussed at the February meeting.

West Grey Public Library Board Minutes

January 18, 2023
West Grey Public Library – Durham Branch

12. Open discussion

Discussion was held on the OLA Super conference and Bootcamp for Board members.

Board meetings will be held the 2nd Wednesday of the month at 7pm, with some meetings happening in the other branches. A schedule will be distributed.

There will be no April board meeting.

The Service Review by Stephen Abram and the CEO salary report by OLS will be discussed at a future meeting after the Board has time to review the documents.

13. Next Meeting – Wednesday February 8th, 7pm - Durham branch.

14. Adjournment - Motion to adjourn the meeting at 9pm by Scott Foerster.

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	(445,045.00)	(440,045.00)	5,000.00	101.14
Interest Revenue	(329.83)	0.00	329.83	0.00
Prov Revenue - Connectivity	0.00	(800.00)	(800.00)	0.00
Donations	(6,618.53)	0.00	6,618.53	0.00
Library Revenue	(4,118.01)	(1,250.00)	2,868.01	329.44
Service Fees Revenue	(1,466.75)	(1,250.00)	216.75	117.34
Fines Revenue	(21.75)	0.00	21.75	0.00
Member Card Revenue	(52.00)	0.00	52.00	0.00
Total OPERATING REVENUES	(495,070.67)	(472,535.00)	22,535.67	104.77
OPERATING EXPENSES				
Wages	284,069.59	289,342.00	5,272.41	98.18
Benefits	63,251.77	58,397.00	(4,854.77)	108.31
Materials & Supplies	923.35	1,500.00	576.65	61.56
Office Supplies	4,001.74	1,500.00	(2,501.74)	266.78
Volunteer Recognition	253.48	500.00	246.52	50.70
General Memberships	538.96	400.00	(138.96)	134.74
Advertising	1,092.13	1,000.00	(92.13)	109.21
Building Maintenance	6,200.06	4,000.00	(2,200.06)	155.00
Mileage/Courier	1,367.97	800.00	(567.97)	171.00
Copier Lease	1,773.88	2,000.00	226.12	88.69
Program Development	5,470.14	3,598.00	(1,872.14)	152.03
ILLO Expense	146.74	500.00	353.26	29.35
E-Resources	8,511.44	6,800.00	(1,711.44)	125.17
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	1,312.94	3,485.00	2,172.06	37.67
Software	4,170.62	5,000.00	829.38	83.41
Book Processing Fee	4,062.93	3,000.00	(1,062.93)	135.43
Books	29,590.86	23,000.00	(6,590.86)	128.66
Collections	1,995.85	3,000.00	1,004.15	66.53
Periodicals	530.84	0.00	(530.84)	0.00
Conference/Training	1,818.91	2,500.00	681.09	72.76
Security	1,265.50	1,400.00	134.50	90.39
Library Board	32,762.14	19,533.00	(13,229.14)	167.73
Total OPERATING EXPENSES	463,129.45	438,955.00	(24,174.45)	105.51
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	8,615.68	7,080.00	(1,535.68)	121.69
NORMANBY BRANCH EXPENSES	7,001.40	7,000.00	(1.40)	100.02
DURHAM BRANCH EXPENSES	23,150.18	19,500.00	(3,650.18)	118.72
Total BRANCH EXPENSES	38,767.26	33,580.00	(5,187.26)	115.45
Total LIBRARY	10,748.94	0.00	(10,748.94)	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	(445,045.00)	(440,045.00)	5,000.00	101.14
Total West Grey Levy	(445,045.00)	(440,045.00)	5,000.00	101.14
Interest Revenue				
2-4-0500-6420 Library West Grey Int/Investments	(329.83)	0.00	329.83	0.00
Total Interest Revenue	(329.83)	0.00	329.83	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
2-4-3000-5350 Library Donations Normanby	(4.00)	0.00	4.00	0.00
2-4-4000-5350 Library Donations Durham	(3,910.15)	0.00	3,910.15	0.00
2-4-4000-6500 Library Donations - Friends of Library	(2,303.88)	0.00	2,303.88	0.00
Total Donations	(6,618.53)	0.00	6,618.53	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	(4,100.51)	(1,250.00)	2,850.51	328.04
Total Library Revenue	(4,118.01)	(1,250.00)	2,868.01	329.44
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	(50.50)	0.00	50.50	0.00
2-4-4000-5411 Library Rev Service Fees Durham	(1,379.00)	(1,250.00)	129.00	110.32
Total Service Fees Revenue	(1,466.75)	(1,250.00)	216.75	117.34
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	(495,070.67)	(472,535.00)	22,535.67	104.77

OPERATING EXPENSES

Wages



For Period Ending 31-Dec-2022

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
LIBRARY				
2-5-4000-1010 Lib Wages Durham	284,069.59	289,342.00	5,272.41	98.18
Total Wages	284,069.59	289,342.00	5,272.41	98.18
Benefits				
2-5-4000-1015 Lib Benefits Durham	63,251.77	58,397.00	(4,854.77)	108.31
Total Benefits	63,251.77	58,397.00	(4,854.77)	108.31
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	4,001.74	1,500.00	(2,501.74)	266.78
Total Office Supplies	4,001.74	1,500.00	(2,501.74)	266.78
Volunteer Recognition				
2-5-4000-2012 Volunteer Recognition Durham	253.48	500.00	246.52	50.70
Total Volunteer Recognition	253.48	500.00	246.52	50.70
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	136.62	0.00	(136.62)	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	6,012.56	4,000.00	(2,012.56)	150.31
Total Building Maintenance	6,200.06	4,000.00	(2,200.06)	155.00
Mileage/Courier				
2-5-4000-2021 Courier Mileage/Compensation	1,367.97	800.00	(567.97)	171.00
Total Mileage/Courier	1,367.97	800.00	(567.97)	171.00
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	5,470.14	3,598.00	(1,872.14)	152.03
Total Program Development	5,470.14	3,598.00	(1,872.14)	152.03
ILLO Expense				
2-5-4000-2019 Lib ILLO Expense	146.74	500.00	353.26	29.35
Total ILLO Expense	146.74	500.00	353.26	29.35
E-Resources				
2-5-4000-2026 Library E-Resources (Overdrive/e-book	8,511.44	6,800.00	(1,711.44)	125.17



For Period Ending 31-Dec-2022

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
LIBRARY				
Total E-Resources	8,511.44	6,800.00	(1,711.44)	125.17
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	1,312.94	3,485.00	2,172.06	37.67
Total Hardware	1,312.94	3,485.00	2,172.06	37.67
Software				
2-5-4000-2036 Library Software - database,website,etc	4,170.62	5,000.00	829.38	83.41
Total Software	4,170.62	5,000.00	829.38	83.41
Book Processing Fee				
2-5-4000-2043 Lib. Durham Book Processing Fees	4,062.93	3,000.00	(1,062.93)	135.43
Total Book Processing Fee	4,062.93	3,000.00	(1,062.93)	135.43
Books				
2-5-4000-2044 Lib Purchase Books Durham	29,590.86	23,000.00	(6,590.86)	128.66
Total Books	29,590.86	23,000.00	(6,590.86)	128.66
Collections				
2-5-4000-2045 Lib Collections-DVDs, periodicals,etc	1,995.85	3,000.00	1,004.15	66.53
Total Collections	1,995.85	3,000.00	1,004.15	66.53
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	1,265.50	1,400.00	134.50	90.39
Total Security	1,265.50	1,400.00	134.50	90.39
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	463,129.45	438,955.00	(24,174.45)	105.51

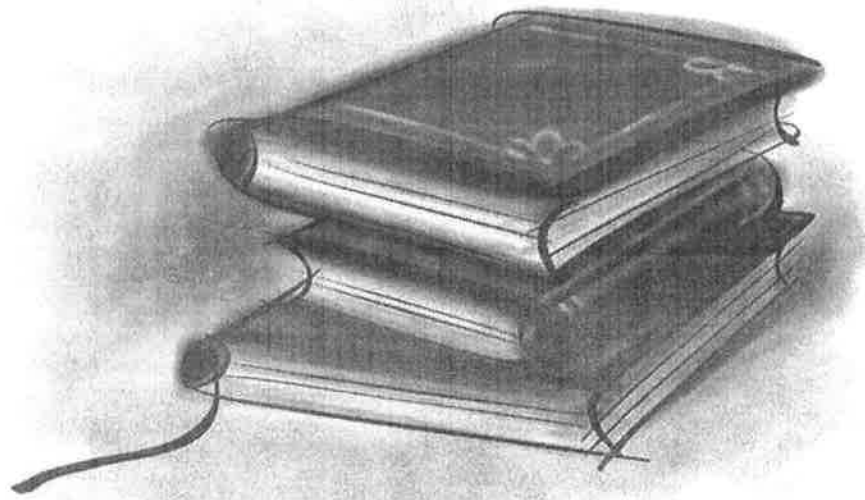
CAPITAL EXPENSES

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	673.99	580.00	(93.99)	116.21
2-5-2000-2009 Lib Utilities Heat Neustadt	3,245.26	2,000.00	(1,245.26)	162.26
2-5-2000-2014 Lib Utilities Hydro Neustadt	748.41	800.00	51.59	93.55
2-5-2000-2016 Lib Telephone/Fax Neustadt	313.06	400.00	86.94	78.27
2-5-2000-2017 Lib Internet Neustadt	1,078.00	800.00	(278.00)	134.75
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	733.56	400.00	(333.56)	183.39
2-5-2000-3011 Lib Contract Labour Neustadt	0.00	500.00	500.00	0.00
Total NEUSTADT BRANCH EXPENSES	8,615.68	7,080.00	(1,535.68)	121.69
NORMANBY BRANCH EXPENSES				
2-5-3000-2008 Lib Utilities Water/Sewer Normanby	171.16	150.00	(21.16)	114.11
2-5-3000-2009 Lib Utilities Heat Normanby	2,166.37	1,800.00	(366.37)	120.35
2-5-3000-2014 Lib Utilities Hydro Normanby	1,291.55	1,100.00	(191.55)	117.41
2-5-3000-2016 Lib Telephone/Fax Normanby	287.70	400.00	112.30	71.93
2-5-3000-2017 Lib Internet Normanby	981.38	950.00	(31.38)	103.30
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	7,001.40	7,000.00	(1.40)	100.02
DURHAM BRANCH EXPENSES				
2-5-4000-2008 Lib Utilities Water/Sewer Durham	643.23	700.00	56.77	91.89
2-5-4000-2009 Lib Utilities Heat Durham	1,480.18	1,200.00	(280.18)	123.35
2-5-4000-2014 Lib Utilities Hydro Durham	3,536.24	3,000.00	(536.24)	117.87
2-5-4000-2016 Lib Telephone/Fax Durham	1,735.25	1,500.00	(235.25)	115.68
2-5-4000-2017 Lib Connectivity/Internet	3,744.08	5,000.00	1,255.92	74.88
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	9,628.12	5,500.00	(4,128.12)	175.06
Total DURHAM BRANCH EXPENSES	23,150.18	19,500.00	(3,650.18)	118.72
Total BRANCH EXPENSES	38,767.26	33,580.00	(5,187.26)	115.45
Total LIBRARY	10,748.94	0.00	(10,748.94)	0.00



MUNICIPALITY OF WEST GREY

LIBRARY BOARD MEETING

Wednesday, Feb. 8th, 2023

A/P VOUCHER 2022 - December
Voucher #12 - \$7,876.55
Voucher #13 - \$6,794.54

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



AP5130

Page : 1

Date : Jan 30, 2023

Time : 3:38 pm

Vendor : @HO00001 To ZZZ91192
 Batch : 338 To 338
 Department : All

Cheque Print Date : 01-Dec-2022 To 31-Dec-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					
BEL00004	BELL CREEK PEST CONTROL				
4764	Dec. 13 pest services @ Neustadt Library	338	16-Dec-2022	16-Dec-2022	
2-5-2000-2015	Lib Bldg Maintenance Neustadt				50.85
HAN08015	HANOVER HOME HARDWARE Moulton & Co. Ltd				
KM6864	Tap cons for Neustadt Library	338	16-Dec-2022	16-Dec-2022	
2-5-2000-2015	Lib Bldg Maintenance Neustadt				20.67
KM6924	Caulk, granite drill bit for Neust.Library	338	16-Dec-2022	16-Dec-2022	
2-5-2000-2015	Lib Bldg Maintenance Neustadt				23.70
SPA19370	SPARLING'S PROPANE CO. LTD.				
031044079127	Nov. 28 propane delivery @ Neustadt Library	338	16-Dec-2022	16-Dec-2022	
2-5-2000-2009	Lib Utilities Heat Neustadt				298.57
Department Totals :					393.79

DEPARTMENT 3000 Library Expense Normanby					
SGS12007	SGS LAKEFIELD RESEARCH LTD				
J1553859	LIBF Nov. 22 water testing @ 610 Alfred Str Ayton Library portion	338	16-Dec-2022	16-Dec-2022	
2-5-3000-2008	Lib Utilities Water/Sewer Normanby				12.80
Department Totals :					12.80

DEPARTMENT 4000 Library Expense Durham					
AMA00001	AMAZON.COM.CA INC				
CA21FT86SJG	Nov. 29: Burger Academy Game	338	19-Dec-2022	19-Dec-2022	
2-5-4000-2045	Lib Collections-DVDs, periodicals,etc				24.69
CA21HE36230	Dec. 1: DVD order Magic School Bus Rides Again S-1, Paw Patrol	338	19-Dec-2022	19-Dec-2022	
2-5-4000-2045	Lib Collections-DVDs, periodicals,etc				49.78
CA22T4LTQAC	Nov. 29: Games - Raccoon Rumpus, Sleeping Queens, Word on the Street	338	19-Dec-2022	19-Dec-2022	
2-5-4000-2045	Lib Collections-DVDs, periodicals,etc				70.05
CA22U350BAC	Dec. 1: DVD order - Minions, Super Pets, Paw Patrol, Charlie Brown Xmas	338	19-Dec-2022	19-Dec-2022	
2-5-4000-2045	Lib Collections-DVDs, periodicals,etc				65.84
CA22UPFP5AC	Dec. 1: DVD order - Turning Red, Dr. Seuss' The Grinch	338	19-Dec-2022	19-Dec-2022	
2-5-4000-2045	Lib Collections-DVDs, periodicals,etc				22.60
CA22X9W1KA	Dec. 7: DVD order Gabby's Dollhouse	338	19-Dec-2022	19-Dec-2022	
2-5-4000-2045	Lib Collections-DVDs, periodicals,etc				16.94
CA22XAKJLAC	Dec. 8: Learning Resources Activity Set, Coding Critters, etc	338	19-Dec-2022	19-Dec-2022	
2-5-4000-2045	Lib Collections-DVDs, periodicals,etc				157.65
CA22XIMTOAC	Dec. 8: Melissa & Doug Play food set, wooden vehicles	338	19-Dec-2022	19-Dec-2022	
2-5-4000-2045	Lib Collections-DVDs, periodicals,etc				38.84
CA22XMC15AC	Dec. 9: Melissa & Doug Fishing Game, Seek+Find Puzzle, etc	338	19-Dec-2022	19-Dec-2022	
2-5-4000-2045	Lib Collections-DVDs, periodicals,etc				97.69
CA22ZQPKLAC	Dec. 13: Learning Resources Smart Snacks, Spike the Fine Motor Hedgehog	338	19-Dec-2022	19-Dec-2022	
2-5-4000-2045	Lib Collections-DVDs, periodicals,etc				58.76
CA23RAKFEIG	Dec. 7: DVD order The Crown Season 1-4	338	19-Dec-2022	19-Dec-2022	
2-5-4000-2045	Lib Collections-DVDs, periodicals,etc				55.36
CA2AQ6VB4C	Dec. 4: DVD order 'Sing 2'	338	19-Dec-2022	19-Dec-2022	
2-5-4000-2045	Lib Collections-DVDs, periodicals,etc				22.59



Vendor : @H000001 To ZZZ91192

Batch : 338 To 338

Department : All

Cheque Print Date : 01-Dec-2022 To 31-Dec-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				
CA2DE6CU7YI Nov. 29: Taco Cat Goat Cheese Pizza Game		338	19-Dec-2022	19-Dec-2022	
2-5-4000-2045	Lib Collections-DVDs, periodicals,etc				13.78
CA2FIZ9TZI Dec. 1: DVD order Lightyear		338	19-Dec-2022	19-Dec-2022	
2-5-4000-2045	Lib Collections-DVDs, periodicals,etc				18.74
CA2G74SUIBC Dec. 1: DVD order The Giver		338	19-Dec-2022	19-Dec-2022	
2-5-4000-2045	Lib Collections-DVDs, periodicals,etc				16.94
CA2JN56SFDG Dec. 1: Barbie Dreamtopia : Festival of Fun		338	19-Dec-2022	19-Dec-2022	
2-5-4000-2045	Lib Collections-DVDs, periodicals,etc				19.03
CUL00001 CULKIN KIMMERLEA					
2022 DEC. Supplies for Programs: Bulk Barn, Grant's , etc		338	16-Dec-2022	16-Dec-2022	
2-5-4000-2023	Program Development Durham				24.65
DEC. 2022 Supplies for Craft programs: Dollarama		338	16-Dec-2022	16-Dec-2022	
2-5-4000-2023	Program Development Durham				59.30
EXC05059 EXCEL BUSINESS SYSTEMS					
466209 November - Library copier read (2766)		338	16-Dec-2022	16-Dec-2022	
2-5-4000-2011	Lib Office Supplies Durham				200.79
HOL08022 HOLST OFFICE PRO.					
7355 Library - printer cartridges, 4 port hub, batteries		338	16-Dec-2022	16-Dec-2022	
2-5-4000-2011	Lib Office Supplies Durham				167.84
KAN00001 KANOPY INC					
325595-PPU November PPU : 34 + 12 + 1 KKids + 1 KSeries		338	16-Dec-2022	16-Dec-2022	
2-5-4000-2026	Library E-Resources (Overdrive/e-books)				126.00
LIB00002 LIBRARY SERVICES CENTRE					
3325358 Nov. 25 book order / proc charges		338	19-Dec-2022	19-Dec-2022	
2-5-4000-2044	Lib Purchase Books Durham				102.27
2-5-4000-2043	Lib. Durham Book Processing Fees				16.27
332830 Dec. 2 book order / proc charges		338	19-Dec-2022	19-Dec-2022	
2-5-4000-2043	Lib. Durham Book Processing Fees				27.12
2-5-4000-2044	Lib Purchase Books Durham				128.31
333205 Dec. 9 book order / proc charges		338	19-Dec-2022	19-Dec-2022	
2-5-4000-2044	Lib Purchase Books Durham				304.98
2-5-4000-2043	Lib. Durham Book Processing Fees				56.95
NIH00001 NIHLEN HILARY					
NOV 2022 November mileage - 200 kms		338	16-Dec-2022	16-Dec-2022	
2-5-4000-2021	Courier Mileage/Compensation				103.00
PET03180 PETTY CASH - TREASURER					
DEC. 2022 A Nov. 2 - window cleaning @ Durham Library		338	16-Dec-2022	16-Dec-2022	
2-5-4000-2015	Lib Bldg Maintenance Durham				40.00
DEC. 2022 B Library postage & envelopes		338	16-Dec-2022	16-Dec-2022	
2-5-4000-2011	Lib Office Supplies Durham				58.75
DEC. 2022 C Library: supplies for Kid Programs- Dollarama, Crazy \$, \$ Tree		338	16-Dec-2022	16-Dec-2022	
2-5-4000-2023	Program Development Durham				55.55
PRI00001 STORZ KIM					
DEC 2022 A Nov. 24 : Schultz Home Bakery - staff meeting		338	16-Dec-2022	16-Dec-2022	
2-5-4000-2012	Volunteer Recognition Durham				50.96
DEC. 16/22 2022 cell phone usage allowance		338	16-Dec-2022	16-Dec-2022	
2-5-4000-2016	Lib Telephone/Fax Durham				300.00

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Vendor : @HO00001 To ZZZ91192
Batch : 338 To 338
Department : All

Cheque Print Date : 01-Dec-2022 To 31-Dec-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					
DEC. 2022 B 2-5-4000-2011	Nov. 28 Walmart - Keurig Slim Lib Office Supplies Durham	338	16-Dec-2022	16-Dec-2022	65.54
ROB00006 ECKHARDT KAYLA					
DEC. 2022 A 2-5-4000-2045	Indigo : Hand to Hand Wombat Lib Collections-DVDs, periodicals,etc	338	16-Dec-2022	16-Dec-2022	27.11
DEC. 2022 B 2-5-4000-2023	Nov. 19 Dollarama: bags, table salt, containers, etc Program Development Durham	338	16-Dec-2022	16-Dec-2022	34.04
S&19029 S & E LAWN CARE & SNOW REMOVAL LTD					
2022-1037 2-5-4000-3011	November cleaning / windows @ Durham Library (4/2) Lib Durham Contract Wages	338	16-Dec-2022	16-Dec-2022	632.80
SWA00003 SWAN DUST CONTROL LTD					
6202072 2-5-4000-2015	Dec. 7 mat rental @ Durham Library Lib Bldg Maintenance Durham	338	16-Dec-2022	16-Dec-2022	23.62
WAT00015 WATTS SARAH					
NOV. 2022 2-5-4000-2021	November mileage - 167 kms Courier Mileage/Compensation	338	16-Dec-2022	16-Dec-2022	86.00
WHI00003 WHITEHOTS INC					
3471204 2-5-4000-2044	Dec. 1 book order Lib Purchase Books Durham	338	19-Dec-2022	19-Dec-2022	264.23
3472053 2-5-4000-2044	Dec. 8 book order Lib Purchase Books Durham	338	19-Dec-2022	19-Dec-2022	202.71
Department Totals :					3,908.07
Computer Paid Total :					4,314.66

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Vendor : @HO00001 To ZZZ91192
Batch : 338 To 338
Department : All

EFT Paid Date : 01-Dec-2022 To 31-Dec-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					
19158645 2-5-2000-2017	November - Neust Library phone/internet/ Lib Internet Neustadt	338	21-Dec-2022	21-Dec-2022	107.29
2-5-2000-2016	Lib Telephone/Fax Neustadt				30.20
19297754 2-5-2000-2017	December - Neust Library phone/internet/ Lib Internet Neustadt	338	21-Dec-2022	21-Dec-2022	107.29
2-5-2000-2016	Lib Telephone/Fax Neustadt				29.03
WES08001 WESTARIO POWER					
2104985121 2-5-2000-2014	October hydro @ Neust. Library Lib Utilities Hydro Neustadt	338	21-Dec-2022	21-Dec-2022	75.54

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Vendor : @HO00001 To ZZZ91192
Batch : 338 To 338
Department : All

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

Vendor Code	Vendor Name	Invoice No.	Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 2000			Library Expense Neustadt				
Department Totals :							349.35

Vendor Code	Vendor Name	Invoice No.	Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 3000			Library Expense Normanby				
EAS00001	EASTLINK						
19168588	November - Ayton Library phone/internet/			338	21-Dec-2022	21-Dec-2022	
2-5-3000-2017			Lib Internet Normanby				107.29
2-5-3000-2016			Lib Telephone/Fax Normanby				29.12
HYD15021	HYDRO ONE NETWORKS INC.						
610 ALFR DEC.	Hydro to Nov. 23 @ 610 Alfred Str Ayton - Library portion			338	20-Dec-2022	20-Dec-2022	
2-5-3000-2014			Lib Utilities Hydro Normanby				98.08
Department Totals :							234.49

Vendor Code	Vendor Name	Invoice No.	Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 4000			Library Expense Durham				
CIB03019	CIBC CREDIT CARD SERVICES						
6065 NOV. 24/2	November - Apple iCloud storage			338	06-Dec-2022	06-Dec-2022	
2-5-4000-2036			Library Software - database,website,etc				1.46
6065 NOV. 24/2	Nov. 1 - Marathon of History 1 yr subscription			338	06-Dec-2022	06-Dec-2022	
2-5-4000-2045			Lib Collections-DVDs, periodicals,etc				50.00
6065 NOV. 24/2	Nov. 2 Vistaprint - business cards, holder			338	06-Dec-2022	06-Dec-2022	
2-5-4000-2011			Lib Office Supplies Durham				103.38
6065 NOV. 24/2	Nov. 2 OLA - 2023 membership			338	06-Dec-2022	06-Dec-2022	
2-5-4000-2020			Lib General Memberships				110.00
6065 NOV. 24/2	Nov. 3 OLA - Marketing Libraries Think Tank 2022			338	06-Dec-2022	06-Dec-2022	
2-5-4000-2077			Lib Durham Conference/Training				56.50
6065 NOV. 24/2	Nov. 16 OLA - 2023 Super Conference reg'n (2)			338	06-Dec-2022	06-Dec-2022	
2-5-4000-2077			Lib Durham Conference/Training				892.70
6065 NOV. 24/2	Nov. 19 IKEA - shelving units			338	06-Dec-2022	06-Dec-2022	
2-5-4000-2015			Lib Bldg Maintenance Durham				473.47
NOV. 2022	HHI Oct.31-Nov.23 Canada Post interlibrary loan delivery charges			338	06-Dec-2022	06-Dec-2022	
2-5-4000-2019			Lib ILLO Expense				52.77
EAS00001	EASTLINK						
19158645	November - Neust Library		security	338	21-Dec-2022	21-Dec-2022	
2-5-4000-2051			Library - Security Expense				25.88
19168588	November - Ayton Library		security	338	21-Dec-2022	21-Dec-2022	
2-5-4000-2051			Library - Security Expense				25.88
19280886	November - Durham Library phone/internet/		security	338	21-Dec-2022	21-Dec-2022	
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				143.39
9297754	December - Neust Library		security	338	21-Dec-2022	21-Dec-2022	
2-5-4000-2051			Library - Security Expense				25.88
HYD15021	HYDRO ONE NETWORKS INC.						
153 GARAF DE	Durham Library hydro - November			338	06-Dec-2022	06-Dec-2022	
2-5-4000-2014			Lib Utilities Hydro Durham				384.45
ENI21001	ENBRIDGE GAS (UNION GAS)						
153 GARAF DE	Durham Library heat to Dec.14			338	20-Dec-2022	20-Dec-2022	
2-5-4000-2009			Lib Utilities Heat Durham				407.76

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Vendor : @HO00001 To ZZZ91192
 Batch : 338 To 338
 Department : All

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

Vendor Code	Vendor Name				Batch	Inv Date	Inv Due Date	
Invoice No.	Description							Amount
G.L. Account	CC1	CC2	CC3	GL Account Name				

DEPARTMENT 4000 Library Expense Durham

Department Totals : 2,978.05

EFT Paid Total : 3,561.89

Total Unpaid for Approval :	0.00
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	4,314.66
Total EFT Paid for Approval :	3,561.89
Grand Total ITEMS for Approval :	<u>7,876.55</u>

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Date : Jan 30, 2023

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Vendor : @HO00001 To ZZZ91192

Batch : 363 To 363

Department : All

Cheque Print Date : 01-Dec-2022 To 30-Jan-2023

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 DEC/ 4th Qtr wtr/swr @ Neust. Library 2-5-2000-2008	Lib Utilities Water/Sewer Neustadt	363	31-Dec-2022	26-Jan-2023	148.15
SPA19370 SPARLING'S PROPANE CO. LTD.					
0310440791271 Dec. 27 propane delivery @ Neustadt Library 2-5-2000-2009	Lib Utilities Heat Neustadt	363	31-Dec-2022	12-Jan-2023	443.64
Department Totals :					591.79

DEPARTMENT 3000 Library Expense Normanby					
SGS12007 SGS LAKEFIELD RESEARCH LTD					
11560089 LIB Dec. 19 water testing @ 610 Alfred Str, Ayton - Library portion 2-5-3000-2008	Lib Utilities Water/Sewer Normanby	363	31-Dec-2022	26-Jan-2023	12.80
SPA19370 SPARLING'S PROPANE CO. LTD.					
387250769209 Dec. 21 propane delivery @ 610 Alfred Str Ayton - Library portion 2-5-3000-2009	Lib Utilities Heat Normanby	363	31-Dec-2022	12-Jan-2023	321.60
Department Totals :					334.40

DEPARTMENT 4000 Library Expense Durham					
AMA00001 AMAZON.COM.CA INC					
CA21VFPFXAC Aug. 15 book order 2-5-4000-2044	Lib Purchase Books Durham	363	31-Dec-2022	26-Jan-2023	75.15
CA2308NWYA Dec. 15: Melissa & doug wooden latches board 2-5-4000-2045	Lib Collections-DVDs, periodicals,etc	363	31-Dec-2022	12-Jan-2023	29.26
CA231SK8NAC Dec. 14: Learning Resources Smart Counting Cooking 13 pc set 2-5-4000-2045	Lib Collections-DVDs, periodicals,etc	363	31-Dec-2022	12-Jan-2023	49.97
CA2333WG2A Dec. 21: book order - Cloud Cuckoo Land: A Novel 2-5-4000-2044	Lib Purchase Books Durham	363	31-Dec-2022	12-Jan-2023	25.27
CA23GIWVFW Dec. 14: Car ramp race toy for toddlers 2-5-4000-2045	Lib Collections-DVDs, periodicals,etc	363	31-Dec-2022	12-Jan-2023	33.89
CA23OPY9YA Dec. 16: cornstarch, spearmint oil, baking soda 2-5-4000-2023	Program Development Durham	363	31-Dec-2022	12-Jan-2023	23.77
CA23VDUKUK Dec 16: The Meadows Whole milk powder 2-5-4000-2023	Program Development Durham	363	31-Dec-2022	12-Jan-2023	19.99
CA2XBJY3JQI Dec 16: vanilla essential oils 2-5-4000-2023	Program Development Durham	363	31-Dec-2022	12-Jan-2023	22.54
CA2YRQF32RI Dec. 1 DVD order: The Bad Guys Collector's Edition 2-5-4000-2045	Lib Collections-DVDs, periodicals,etc	363	31-Dec-2022	12-Jan-2023	32.73
CA2ZEL8YJQ0 Dec. 16: pack of 4 oz glas yogurt jars w/cork lids 2-5-4000-2023	Program Development Durham	363	31-Dec-2022	12-Jan-2023	44.06
CUL00001 CULKIN KIMMERLEA					
DEC. 8, 2022 Dec. 8: Dollarama: paper, bows, ribbon, etc / Grants: mulled apple cider, hot choc, etc for wrap.stn 2-5-4000-2023	Program Development Durham	363	31-Dec-2022	12-Jan-2023	53.39
2-5-4000-2023	Program Development Durham				16.98
EXC05059 EXCEL BUSINESS SYSTEMS					
169189 December copier read @ Library (2207)		363	31-Dec-2022	12-Jan-2023	

MUNICIPALITY OF WEST GREY
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Vendor : @HO00001 To ZZZ91192
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 Department : All

Cheque Print Date : 01-Dec-2022 To 30-Jan-2023
 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				
2-5-4000-2011	Lib Office Supplies Durham				121.24
FAR00003 FARLOW'S HOME HARDWARE					
21025 DEC/22	Library: batteries, toilet brush set	363	31-Dec-2022	12-Jan-2023	
2-5-4000-2015	Lib Bldg Maintenance Durham				41.78
KAN00001 KANOPY INC					
329405-PPU	December PPU's: 33+13+2 Kseries	363	31-Dec-2022	12-Jan-2023	
2-5-4000-2026	Library E-Resources (Overdrive/e-books)				128.00
MAR00045 MARIANNE LOVE CONSULTING SERVICES INC					
253-22	November services re: Library Job Evaluation Maintenance (2hrs)	363	31-Dec-2022	12-Jan-2023	
2-5-4000-3011	Lib Durham Contract Wages				678.00
MUN20094 MUNICIPALITY OF WEST GREY					
453 GARAF D	4th Qtr wtr/swr @ Durham Library	363	31-Dec-2022	26-Jan-2023	
2-5-4000-2008	Lib Utilities Water/Sewer Durham				182.63
NIH00001 NIHLEN HILARY					
DEC 2022	December mileage - 200 kms	363	31-Dec-2022	26-Jan-2023	
2-5-4000-2021	Courier Mileage/Compensation				103.00
PET03180 PETTY CASH - TREASURER					
DEC. 2022	Library to Dec/22: Prog.Supplies: Dollarama, Michaels, Walmart / Window cleaning	363	31-Dec-2022	26-Jan-2023	
2-5-4000-2023	Program Development Durham				61.60
2-5-4000-2015	Lib Bldg Maintenance Durham				40.00
ROB00006 ECKHARDT KAYLA					
DEC. 19, 2022	Dec.19 Dollarama: elastics, ankle socks, button sets	363	31-Dec-2022	12-Jan-2023	
2-5-4000-2023	Program Development Durham				118.65
DEC. 19/22	Dec. 19: Walmart - whiterice for craft kits	363	31-Dec-2022	12-Jan-2023	
2-5-4000-2023	Program Development Durham				31.94
S&E19029 S & E LAWN CARE & SNOW REMOVAL LTD					
2023-0008	December cleaning services + windows @ Durham Library	363	31-Dec-2022	26-Jan-2023	
2-5-4000-3011	Lib Durham Contract Wages				898.35
STA19382 STAPLES PROFESSIONAL					
59076742 CRE	Credit for return of APC UPS external battery pack from Library	363	31-Dec-2022	12-Jan-2023	
2-5-4000-2035	Library Hardware - Computer Purchases				-316.39
59643694	Library: AT&T telephone handset	363	31-Dec-2022	12-Jan-2023	
2-5-4000-2036	Library Software - database,website,etc				99.43
50513216	Library: laser labels, copier paper, ruler, 3x3 pads	363	31-Dec-2022	12-Jan-2023	
2-5-4000-2011	Lib Office Supplies Durham				175.93
51705454	Library: lam pouches, copier paper	363	31-Dec-2022	12-Jan-2023	
2-5-4000-2011	Lib Office Supplies Durham				122.26
WAT00015 WATTS SARAH					
DEC 2022 NB	Cleaning services @ Nby Library for 2022	363	31-Dec-2022	12-Jan-2023	
2-5-4000-3011	Lib Durham Contract Wages				500.00
DEC 2022 NEI	Cleaning services @ Neustadt Library for 2022	363	31-Dec-2022	12-Jan-2023	
2-5-4000-3011	Lib Durham Contract Wages				500.00
DEC. 2022	December mileage - 155 kms	363	31-Dec-2022	26-Jan-2023	
2-5-4000-2021	Courier Mileage/Compensation				79.83
WHI00003 WHITEHOTS INC					

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Vendor : @HO00001 To ZZZ91192
Batch : 363 To 363
Department : All

Cheque Print Date : 01-Dec-2022 To 30-Jan-2023
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					
3470430	Nov. 25 book order	363	31-Dec-2022	12-Jan-2023	
2-5-4000-2044	Lib Purchase Books Durham				167.21
3473019	Dec. 19 book order	363	31-Dec-2022	12-Jan-2023	
2-5-4000-2044	Lib Purchase Books Durham				40.34
3473020	Dec. 19 book order	363	31-Dec-2022	12-Jan-2023	
2-5-4000-2044	Lib Purchase Books Durham				60.27
3473442	Dec. 22 book order	363	31-Dec-2022	12-Jan-2023	
2-5-4000-2044	Lib Purchase Books Durham				85.90
3473602	Processing fees	363	31-Dec-2022	12-Jan-2023	
2-5-4000-2043	Lib. Durham Book Processing Fees				556.04
Department Totals :					4,883.01

Computer Paid Total : 5,809.20

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Vendor : @HO00001 To ZZZ91192
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Department : All

EFT Paid Date : 01-Dec-2022 To 30-Jan-2023
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					
WES08001 WESTARIO POWER					
2105017582	Neust. Library hydro - Nov.	363	29-Dec-2022	24-Jan-2023	
2-5-2000-2014	Lib Utilities Hydro Neustadt				76.69
2105033672	Neust. Library hydro - Dec.	363	30-Dec-2022	24-Jan-2023	
2-5-2000-2014	Lib Utilities Hydro Neustadt				80.88
Department Totals :					157.57

DEPARTMENT 3000 Library Expense Normanby

HYD15021 HYDRO ONE NETWORKS INC.					
310 ALF DEC/2 December hydro @	Library	363	31-Dec-2022	25-Jan-2023	
2-5-3000-2014	Lib Utilities Hydro Normanby				154.19
Department Totals :					154.19

DEPARTMENT 4000 Library Expense Durham

CIB03019 CIBC CREDIT CARD SERVICES					
3065 DEC. 24/2 Apple i-Cloud storage - Decemeber		363	31-Dec-2022	05-Jan-2023	
2-5-4000-2036	Library Software - database,website,etc				1.46
3065 DEC. 24/2 Nov. 24: Lindt Sprungli - chocolates for Programs		363	31-Dec-2022	05-Jan-2023	
2-5-4000-2023	Program Development Durham				162.49
3065 DEC. 24/2 Nov. 24: OLA - spine labels		363	31-Dec-2022	05-Jan-2023	
2-5-4000-2011	Lib Office Supplies Durham				48.90

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Vendor : @HO00001 To ZZZ91192

EFT Paid Date : 01-Dec-2022 To 30-Jan-2023

Batch : 363 To 363

Bank : 2 To 2

Department : All

Class : All

Vendor Code	Vendor Name	Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description				
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 4000 Library Expense Durham					
6065 DEC. 24/2 Dec. 16: ColourPix - Grey Cty Reads on SouthGrey.ca 2022-2023		363	31-Dec-2022	05-Jan-2023	
2-5-4000-2023	Program Development Durham				146.90
6065 DEC. 24/2 Dec. 6-19 Canada Post interlibrary loan delivery charges		363	31-Dec-2022	05-Jan-2023	
2-5-4000-2019	Lib ILLO Expense				51.70
HYD15021 HYDRO ONE NETWORKS INC.					
453 GARAF DE Durham Library hydro - December		363	31-Dec-2022	05-Jan-2023	
2-5-4000-2014	Lib Utilitiies Hydro Durham				262.13
Department Totals :					673.58

EFT Paid Total : 985.34

Total Unpaid for Approval :	0.00
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	5,809.20
Total EFT Paid for Approval :	985.34
Grand Total ITEMS for Approval :	6,794.54

West Grey Public Library Board

Meeting Schedule 2023

January	18th	7PM	Durham
February	8th	7PM	Durham
March	8th	7PM	Durham
April	No	Meeting	
May	10th	7PM	Neustadt
June	14th	7PM	Ayton
September	13th	7PM	Durham
October	11th	7PM	Durham
November	8th	7PM	Durham
December	13th	7PM	Durham

Chief Librarian/CEO Report
February 8, 2023

Admin:

We submitted a joint Trillium Grant application in partnership with the recreation department for program expansion.

Bruce County bookmobile has not arrived yet, no details on programming or stops now.

I just returned from OLA Super Conference, with Hilary. It was the first time back in person since 2020, and the vibe was amazing. So great to be able to meet and learn from other libraries. Some sessions are being offered virtual, including the full day Board Boot Camp.

Staff:

We have hired a new staff member who started in January, Jessica is working in all branches on the circulation desk as a Library Assistant.

Finances:

Kerri (Municipal Treasurer) has been asked to attend the March Board meeting to discuss DCs & Reserves.

The completed final budget should be included in the May Board report.

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Section 1: Statement of Authority

The West Grey Public Library Board bears legal responsibility for the library by ensuring that it operates in accordance with the **Public Libraries Act**, R.S.O. 1990, c P.44. The purpose of this bylaw is to define the legal authority of the Board.

1. In accordance with the **Public Libraries Act**, s. 3 (1), the Council of the Corporation of Municipality of West Grey has established the West Grey Public Library Board by the adoption of municipal bylaw # bylaw 32-2001 & 82-2007 (attached).
2. In accordance with the **Public Libraries Act**, s.3 (3), the West Grey Public Library “shall be under the management and control of the (West Grey Public Library) Board which is a corporation known in English as The West Grey Public Library Board”. Together with the Establishing By-law (above), this section of the PLA provides evidence of incorporation under Canada Revenue Agency (CRA) rules for charitable organizations.
3. The West Grey Public Library will operate under the authority of the **Public Libraries Act**, R.S.O. 1990, chapter P44 and, as a charitable organization within the CRA framework, will be operated without purpose of gain for its members, and any profits or other assets of the organization will be used solely to promote its objectives. Should the library board dissolve, the directions provided under Section 42 of **PLA** will be followed, with assets distributed to other charitable organizations, including, for example, the municipality.
4. The powers and duties of the library board are prescribed in the **Public Libraries Act**, R.S.O. 1990, chapter P44, to which this bylaw adheres. The role of the library board is to govern the affairs of the library, and in accordance with the **Public Libraries Act**, section 20, the library board:
 - a) shall seek to provide, in co-operation with other boards, a comprehensive and efficient public library service that reflects the community’s unique needs
 - a) shall provide library services in the French language, where appropriate
 - b) shall operate one or more libraries and ensure that they are conducted in accordance with this Act and the regulations
 - c) may operate special services in connection with a library as it considers necessary
 - d) shall fix the times and places for board meetings and the mode of calling and

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- conducting them, and ensure that full and correct minutes are kept
- e) shall make an annual report to the Minister and make any other reports required by this Act and the regulations or requested by the Minister from time to time
 - f) shall make provision for insuring the board's real and personal property
 - g) shall take proper security for the treasurer
 - h) may appoint such committees as it considers expedient
5. Under the ***Public Libraries Act***, (Section 15(2)), the library board must appoint a Library CEO, and it is that person to whom the library board delegates authority for management of library operations.

Section 2: Composition of the library board

Where required, the West Grey Public Library Board adheres to the ***Public Libraries Act***, R.S.O. 1990, c. P44 as it relates to its composition. The purpose of this bylaw is to guide the appointment process of Council and the appointment of officers to the West Grey Public Library Board.

1. While the ***Public Libraries Act***, section 9(1) A public library board shall be composed of at least five members appointed by the municipal council. 2002, c. 18, Sched. F, s. 3 (8). The Library Board endorses a board that consists of at least 5, and no more than 9 members.
2. In accordance with the ***Public Libraries Act***, s. 10(4), "The first appointments of members of a new board shall be made at a regular meeting of council and the member shall take office as soon as possible thereafter".
3. In accordance with the ***Public Libraries Act***, s. 10 (2a), "The appointing council shall not appoint more of its own members to a board than the number that is one less than a majority of the board".
4. In accordance with the ***Public Libraries Act***, s. 10 (3), "A board member shall hold office for a term concurrent with the term of the appointing (municipal) council, or until a successor is appointed, and may be reappointed for one or more terms".

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5. A member seeking re-appointment must follow the same process of application for consideration as for new candidates to the West Grey Public Library Board.
6. In accordance with the ***Public Libraries Act***, s. 13, if a member of the West Grey Public Library Board is disqualified, becomes incapacitated, ceases to be qualified, or otherwise forfeits his/her seat, “the member’s seat becomes vacant and the remaining members shall forthwith declare the seat vacant and notify the appointing council accordingly”.
7. In accordance with the ***Public Libraries Act***, s.12, “where a vacancy arises in the membership of a board, the appointing council shall promptly appoint a person to fill the vacancy and to hold the office for the unexpired term, except where the unexpired term is less than forty-five days. The new appointment’s term will be concurrent with the term of the Board.”

Section 3: Officers of the Library Board

Where required, the library board adheres to the ***Public Libraries Act***, R.S.O. 1990, c. P44 as it relates to the election and appointment of officers. The purpose of this section of the bylaw is twofold: to guide the library board’s appointment of its officers and outline the responsibilities of each of these officers in point 4a to 4e.

1. In accordance with the ***Public Libraries Act***, s. 14(3), at the first meeting of the new term, members of the West Grey Public Library Board shall elect a chair from among the members.
2. The vice-chair shall be elected at the first meeting in a new term. In the absence of the chair, the West Grey Public Library Board may appoint one of its members as acting chair R.S.O. 1990, c. P.44, s. 14 (4). This appointed member is the vice-chair
3. In accordance with the ***Public Libraries Act***, section 15, the library board shall **appoint** a Chief Executive Officer (CEO), who shall also be secretary and treasurer of the library board, as allowed by the ***Public Libraries Act***, section 15(5).

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4. The Treasurer of the Municipality of West Grey is the West Grey Public Library Board Treasurer. The Treasurer is responsible for the maintenance of accurate financial records and payroll. The Treasurer will disburse the money as the West Grey Public Library Board directs the CEO through its budget and resolutions. R.S.O. 1990, c. P.44, s.15 (4). Financial statements are prepared by the West Grey Municipalities auditor and approved by the West Grey Public Library Board each year.
5. If any of the officers retire, step down or are dismissed during his/her term, the West Grey Public Library Board must immediately elect or appoint a new officer.

Terms of Reference of the Board Chair

1. In accordance with the **Public Libraries Act**, R.S.O. 1990, c. P44 s. 14 (3), "A board shall elect one of its members as chair at its first meeting in a new term."
2. The term of office for the chair of the West Grey Public Library shall be for one year. The chair may be re-elected.
3. The chair leads the West Grey Public Library Board and may act as an official representative of the library, when designated by the West Grey Public Library Board, ensures the proper functioning of the West Grey Public Library Board and the proper conduct of board business, in accordance with appropriate legislation and prescribed rules of procedure adopted by the West Grey Public Library Board.
4. The Chair shall:
 - a) preside at regular and special meetings of the West Grey Public Library Board
 - b) set the agenda in consultation with the CEO
 - c) ensure that business is dealt with expeditiously and help the West Grey Public Library Board work as a team
 - d) in accordance with **Public Libraries Act**, s. 16(6), "vote with the other members of the board on all questions"
 - e) have signing authority on all documents pertaining to West Grey Public Library Board business

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- f) co-ordinate the CEO evaluation process and conduct the annual performance review of the CEO
- g) share with the CEO the responsibility for conducting West Grey Public Library Board orientation
- h) co-ordinate the evaluation process of the West Grey Public Library Board
- i) represent the West Grey Public Library Board, alone or with other members of the West Grey Public Library Board, at any public or private meetings for the purpose of conducting, promoting or completing the business of the West Grey Public Library Board
- j) not commit the West Grey Public Library Board to any course of action in the absence of the specific authority of the West Grey Public Library Board

Terms of Reference of the Vice-Chair

1. The election of Vice-Chair shall take place at the first meeting in each calendar year for the term of the West Grey Public Library Board.
2. The Vice-Chair will be appointed acting chair in the absence of the chair.

Terms of Reference of the Secretary

1. In accordance with the ***Public Libraries Act***, s. 15(3) "A board shall appoint a secretary who shall,
 - a) conduct the board's official correspondence
 - b) keep minutes of every meeting of the board"
2. The secretary acts as the record-keeper to the West Grey Public Library Board. In absence of the secretary, the West Grey Public Library Board may appoint one of its members as the acting secretary.
3. In addition, the secretary will:
 - a) prepare the agenda prior to each board meeting, in cooperation with the chair
 - b) distribute the agenda, with all reports and enclosures, to all board members prior to the relevant board meeting

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- c) distribute the minutes to all board members not less than three days prior to the next board meeting.

Terms of Reference of the Treasurer

1. The Treasurer of the Municipality of West Grey serves as treasurer to the board.
2. The Treasurer shall monitor the financial activities of the library and shall ensure that complete and accurate records are kept in accordance with generally accepted accounting practices. Financial statements are prepared by the West Grey Municipal auditor and approved by the West Grey Public Library Board each year.
3. In accordance with the Public Libraries Act, s. 14(4), the Treasurer will:
 - a) receive and account for all the West Grey Public Library Board's money
 - b) open an account or accounts in the name of the West Grey Public Library Board in a chartered bank, trust company or credit union approved by the West Grey Public Library Board
 - c) deposit all money received on the West Grey Public Library Board's behalf to the credit of that account or accounts
 - d) disburse the money as the West Grey Public Library Board directs

In addition, the treasurer will act as an authorized signing officer of all documents pertaining to the financial business of the West Grey Public Library Board.

4. The treasurer will provide the West Grey Public Library Board with a report of all financial transactions and of the financial position of the library, monthly or as otherwise required.

Terms of Reference of the Chief Executive Officer (CEO)

1. In accordance with the **Public Libraries Act**, s 15(2), the West Grey Public Library Board shall appoint a chief executive officer who shall attend all board meetings

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2. The West Grey Public Library Board delegates the authority for management and operations of the public library and its staff and shall have the other powers and duties that the board assigns to him or her from time to time.

3. As the non-voting officer of the West Grey Public Library Board, the Chief Executive Officer:
 - a) may act as the secretary/treasurer for the West Grey Public Library Board (refer to note below)
 - b) does not vote on West Grey Public Library Board business
 - c) sits ex-officio on all the committees of the West Grey Public Library Board and acts as a resource person
 - d) assists and supports the West Grey Public Library Board at the presentation of the library budget before the West Grey Municipal Council
 - e) reports directly to the West Grey Public Library Board on the affairs of the library and makes recommendations he or she considers necessary
 - f) interprets and communicates decisions of the West Grey Public Library Board to the staff
 - g) prepare the agenda prior to each West Grey Public Library Board meeting, in cooperation with the chairperson
 - a) distribute the agenda, with all reports and enclosures, to all West Grey Public Library Board members prior to the relevant West Grey Public Library Board meeting
 - b) distribute the draft minutes to all West Grey Public Library Board members one week after the West Grey Public Library Board meeting

Section 4: Meetings of the Board

West Grey Public Library Board members must meet regularly to ensure the proper governance of the library and to conduct the business of the West Grey Public Library Board. Since the West Grey Public Library Board 'as a whole' has the authority to act, and not individual members, the West Grey Public Library Board meeting is the major opportunity for the West Grey Public Library Board to do its work – to make decisions, solve problems, educate West Grey Public Library Board members, and plan for the future and review monitoring or evaluation material submitted by staff. This policy sets

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procedures to follow for meetings and ensures compliance with the *Public Libraries Act*, R.S.O. c. P.44.

Types of Meetings

1. In accordance with the *Public Libraries Act*, s. 16.1 (2) "All meetings shall be open to the public" with some exceptions (refer to 5 & 6 below)
2. In accordance with the *Public Libraries Act*, s. 16(1), The library board shall hold at least seven regular meetings in each year. and at such other times as it considers necessary.
3. In accordance with the *Public Libraries Act*, s. 14(1), "The first meeting of a board in a new term shall be called, if a by-law has been passed*, by the chief executive officer (CEO) appointed under subsection 15 (2)", upon receipt of the confirmation of appointments from the municipal clerk. This inaugural meeting shall be held as soon as possible, after the appointments are made by municipal council. * 14 (2) "A municipal council may by by-law authorize the chief executive officer appointed under sub-section 15 (2) to call the first meeting of the board in each new term"

At this first meeting, the CEO oversees the elections of the officers. The elections begin with the position of Chair.

4. In accordance with the *Public Libraries Act*, s. 16(2), "The chair or any two members of a board may summon a **special meeting** by giving each member reasonable notice in writing, specifying the purpose for which the meeting is called".
5. In accordance with the *Public Libraries Act*, s. 16.1(4) A meeting or part of a meeting may be **closed to the public** if the subject matter being considered is:
 - a) the security of the property of the West Grey Public Library Board
 - b) personal matters about an identifiable individual
 - c) a proposed or pending acquisition or disposition of land by the West Grey Public Library Board
 - d) labour relations or employee negotiations

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- e) litigation or potential litigation, including matters before administrative tribunals, affecting the West Grey Public Library Board
 - f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose
 - g) a matter in respect of which a West Grey Public Library Board or committee of a West Grey Public Library Board may hold a closed meeting under another Act
6. In accordance with the **Public Libraries Act**, s. 16.1(5) A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the **Municipal Freedom of Information and Protection of Privacy Act**, R.S.O. 1990, c. M56, if the West Grey Public Library Board or committee of the West Grey Public Library Board is the head of an institution for the purposes of that Act.
- In accordance with the **Public Libraries Act**, s. 16.1(6) Before holding a meeting or part of a meeting that is to be closed to the public, a board or committee of the West Grey Public Library Board shall state by resolution:
- a) the fact of the holding of the closed meeting
 - b) the general nature of the matter to be considered at the closed meeting
- In accordance with the **Public Libraries Act**, s. 16.1(7) "A meeting shall not be closed to the public during the taking of a vote", however according to s. 16.1(8) a meeting may be closed to the public during a vote if,
- a) the meeting is closed for reasons #5 and #6 above
 - b) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the board or committee of the board or persons retained by or under contract with the board
7. West Grey Public Library Board members may attend board meetings via teleconference call or Internet video conferencing call
- a) As all West Grey Public Library Board meetings are open to the public, **electronic means** must be conducted in such a way that all members participating can hear each other, at the same time, and that the public can also hear the deliberations.

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- b) Electronic means must be paid by the individual West Grey Public Library Board member.
- c) Once quorum is established, business proceeds as usual and votes are recorded by name in roll-call fashion.
- d) This person will be part of quorum.

Order of Proceedings

1. Parliamentary authority.
 - a) The rules contained in the current edition of ***Robert's Rules of Order Newly Revised*** shall govern the proceedings of the West Grey Public Library Board in cases where there are no bylaws of the West Grey Public Library Board in place.
2. Call to order.
 - a) Meetings shall be **called to order** by the Chair on the hour fixed for the meeting.
 - b) In the absence of the Chair, the Vice-chair will preside over the meeting.
3. Quorum.
 - a) In accordance with the ***Public Libraries Act***, s. 16(5), "The presence of a majority of the board is necessary for the transaction of business at a meeting."
 - b) Where a quorum is not present within fifteen minutes of the hour fixed for a meeting, the secretary shall record the names of the West Grey Public Library Board members present and the meeting shall stand adjourned until the next meeting or until a special meeting is called.
 - c) Nothing in the foregoing shall prohibit the members in attendance for a regular meeting, when no quorum is present, from constituting themselves as a committee dealing with such agenda items as they see fit. However, decisions taken at such meeting may not be executed until ratified by motion at a regular meeting of the West Grey Public Library Board.
 - d) If notified by a majority of West Grey Public Library Board members of their anticipated absence from a meeting, the CEO shall notify all members of the West Grey Public Library Board that the meeting is cancelled.
4. Attendance at meetings.

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In accordance with the *Public Libraries Act*, s. 13 (c), "If a board member is absent from the meetings of the board for three consecutive months without being authorized by a board resolution,

- a) the members' seat becomes vacant, and the remaining members shall forthwith declare the seat vacant and notify the appointing council accordingly" or
- b) the West Grey Public Library Board may consider the circumstances of the absence and pass a resolution authorizing that person to continue as a board member

5. Agenda.

- a) The agenda focuses the discussion in order to make good use of the West Grey Public Library Board's time. Meetings of the West Grey Public Library Board 'as a whole' do not re-do the work of the staff or of the committees.
- b) Recommendations from staff and committees shall be listed on the agenda
- c) The order of business for all regular meetings of the West Grey Public Library Board may be as follows to allow more flexibility in the agenda:
 - a) Call to order
 - b) Approval of the agenda
 - c) Declaration of Pecuniary Interest or Conflict of Interest
 - d) Minutes of the preceding meeting
 - e) Business arising from the minutes
 - f) Tabling of the board information package: correspondence, Treasurer's report, Committee reports
 - g) Chief Executive Officer's report
 - h) Monitoring the progress of the library's strategic plan
 - i) Policy review and updates
 - j) Report on board members' advocacy activities
 - k) Motions from board members
 - l) Other business
 - m) Date of the next meeting
 - n) Adjournment

6. Voting.

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- a) All motions at West Grey Public Library Board meetings, except those approving or amending the bylaws, are decided by a majority of votes cast. A motion to add, amend or remove a bylaw shall require a majority vote of at least two thirds of the members in order to be carried.
- b) In accordance to the ***Public Libraries Act***, s. 16(6), "The chair or acting chair of a board may vote with the other members of the board upon all questions and any question on which there is an equality of votes shall be deemed to be negative."

7. Minutes.

- a) Minutes will be taken by the secretary and shall consist of
 - 1. The place, date and time of the meeting
 - 2. The name of the chair and the attendance of the members and staff
 - 3. Each item heading and the decision
 - 4. The results of any recorded vote
 - 5. The adoption of the minutes of prior meetings
 - 6. The minutes shall be without note or comment
- b) Once approved, minutes of meetings are the official record of decisions and provide direction for officers and employees in their subsequent actions.
- c) Minutes are approved at the next meeting of the West Grey Public Library Board and signed by the Chair.
- d) Minutes (excluding in camera minutes) are public documents and shall be made available to the public.
- e) Minutes of closed meetings are kept separately and are held as confidential.

Chairing the Meeting

- 1. The function of the Chair is to act in a leadership role to the West Grey Public Library Board, ensuring that business is dealt with expeditiously, and also to help the West Grey Public Library Board work as a team. It is the duty of the Chair of the West Grey Public Library Board to:
 - a) open meetings of the West Grey Public Library Board by calling the members to order
 - b) announce the business before the West Grey Public Library Board in the order in which it is to be acted upon

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- c) receive and submit, in the proper manner, all motions presented by the members of the West Grey Public Library Board
- d) put to vote all motions which are moved and seconded in the course of proceedings, and announce the results
- e) decline to put to vote motions which infringe the rules of procedure
- f) restrain the members, when engaged in debate, within the rules of order
- g) exclude any person from a meeting for improper conduct (***Public Libraries Act*** s. 16 (4))
- h) enforce the observance of order and decorum among the members
- i) authenticate, by signing, all bylaws, resolutions and minutes of the West Grey Public Library Board
- j) instruct the West Grey Public Library Board on the rules of order
- k) represent and support the West Grey Public Library Board, declaring its will, and implicitly obeying its decisions in all things
- l) receive all messages and communications on behalf of, and announce them to, the West Grey Public Library Board
- m) ensure that the decisions of the West Grey Public Library Board are in conformity with the laws and bylaws governing the activities of the West Grey Public Library Board

Board Meeting Ground Rule

The West Grey Public Library Board values a diversity of opinions and strives to set an environment conducive to exploring ideas. The West Grey Public Library Board members will at the start of the term, set, and agree on, ground rules to guide their deliberations.

Section 5: Amendment of Bylaws

Bylaws are the fundamental governing rules of the West Grey Public Library. The purpose of this bylaw is to state the conditions under which bylaws are amended.

1. Bylaws may be amended in response to legislation or when circumstances change.
2. Any member of the West Grey Public Library Board can propose a review of or an

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amendment to a bylaw.

3. All members of the West Grey Public Library Board will receive notice and details of changes at the West Grey Public Library Board meeting at which time a motion for amendment may be tabled.
4. A motion to add, amend or remove a bylaw shall require a majority vote of at least two-thirds of the members in order to be carried.

Section 6: Code of Conduct for West Grey Public Library Board

This Code of Conduct applies to members of the West Grey Public Library Board. The West Grey Public Library Board commits itself and its members to ethical and lawful conduct.

1. West Grey Public Library Board members will treat others in a courteous, dignified and fair manner.
2. West Grey Public Library Board members will encourage and respect diversity of viewpoints and skills.
3. West Grey Public Library Board members must represent uncomplicated loyalty to the interests of the ownership.
4. They shall refrain from any and all conduct that constitutes discrimination, intimidation, harassment, abuse, or the adverse treatment of others.
5. Members will respect the confidentiality appropriate to issues of confidential nature.
6. West Grey Public Library Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in West Grey Public Library Board policies.
7. West Grey Public Library Board members may not speak for the West Grey Public Library Board unless otherwise authorized to do so.

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8. The West Grey Public Library Board will go “in camera” when dealing with issues of personnel, property, and matters of a legal nature. If minutes are kept of the in camera sessions then these minutes are kept separately from the regular minutes and are for recording purposes only and not to be of a personal nature. No motions can be passed in camera. The information discussed in camera is strictly confidential and cannot be discussed outside the session. Motions passed as a result of the in camera session are minimal so as not to disclose confidential information.

The provisions of this Code of Conduct are derived from the authority given to Library Boards under the Ontario Public Libraries Act: “A public library shall be under the management and control of a board.” (#3) “Subject to the regulations, a board may make rules ... regulating all other matters connected with the management of the library and library property.” (#23)

Section 7: West Grey Public Library Board Meals and Mileage

The West Grey Public Library Board recognizes that West Grey Public Library Board members are volunteers and as such, make available their valuable personal time in order to tend to West Grey Public Library Board business. All reasonable expenses incurred while tending to pre-approved West Grey Public Library Board business outside of West Grey Public Library Board meetings will be reimbursed.

1. West Grey Public Library Board members will be reimbursed for reasonable expenses incurred in the execution of their duties. All expenses must be for business activities authorized by the West Grey Public Library Board. Receipts must be provided.
2. Travel must be approved in advance by the West Grey Public Library Board for a West Grey Public Library Board member to claim reimbursement.
3. Whenever a West Grey Public Library Board member is required and authorized to use his/her automobile on business of the West Grey Public Library Board, exclusive of travel to and from West Grey Public Library Board meetings, the West Grey Public Library Board shall pay the member a travel allowance as set out in Appendix A.

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4. West Grey Public Library Board members on West Grey Public Library Board business who rent a vehicle, travel by train, bus or airplane, will be reimbursed for such travel expenses incurred. Receipts must be provided.
5. West Grey Public Library Board members are encouraged to travel together to reduce costs where feasible.

Implementation

1. West Grey Public Library Board members who travel from their point of departure to destination and are required to stay overnight in their destination area in order to tend to West Grey Public Library Board business, outside of West Grey Public Library Board meetings, shall be reimbursed for their accommodation costs. Receipts must be provided.
2. Sundry expenses are applicable only for overnight stays out of town. Expenses include meals and local transportation, including the day of departure and return. No alcohol reimbursement will occur, but tipping will be allowed. Receipts must be provided. Meal per diems are set out in Appendix A.
3. Childcare expenses, beyond regular daily childcare needs, excluding care by family member as care providers, as a result of attending West Grey Public Library Board business may be reimbursed where the West Grey Public Library Board deems financial hardship would otherwise result. Receipts must be provided.
4. A claim form, as set out in Appendix B, must be signed, both by the member making the claim and the treasurer authorizing the claim, before submitting it to staff for processing.
5. Appendix A will be reviewed by the West Grey Public Library Board every term.

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APPENDIX A

Mileage Rate as set out by the Canada Revenue Agency (2022)

68 cents per kilometer for the first 5000 kms and 62 cents after that benchmark

Meal up to \$75 per day with receipts

Sources:

<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/reasonable-kilometre-allowance.html>

West Grey Public Library

Policy Title: Board Bylaws

Policy Number: BL-01

Initial Approval Date: September 2019

Last Revision Date: February 2023

Next Review Date: February 2027

APPENDIX B

West Grey Public Library Board
Claim Form

Meals, Accommodation and Mileage

Date	Description	Mileage Km	Mileage rate	Meals	Accommodation	Parking	Other
			.68				
TOTALS							

Claimant Signature: _____

Chair or Vice-Chair or CEO Signature: _____

THE CORPORATION OF THE MUNICIPALITY OF WEST GREY
BY-LAW NUMBER 82 - 2007


BEING, a By-law to amend By-law No. 32-2001, being A By-law for the establishment of a local public library;


NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF WEST GREY HEREBY ENACTS AS FOLLOWS:

1. That, section 2 of By-law No. 32-2001 be hereby deleted.
2. This By-law shall become in force and effect on the final date of passing thereof.

Read a first and second time this 3rd day of December, 2007.

Read a third time and finally passed this 3rd day of December, 2007.


Kevin Eccles, Mayor


Christine Robinson, CAO/Clerk



THE CORPORATION OF THE TOWNSHIP OF WEST GREY

BY-LAW NUMBER 32-2001

BEING A BY-LAW FOR THE ESTABLISHMENT OF A LOCAL PUBLIC LIBRARY

WHEREAS Section 3 of the Public Libraries Act, R.S.O., 1990, chapter P.44, provides that the Council of a Municipality may by by-law establish a Public Library.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WEST GREY ENACTS AS FOLLOWS:

1. That a Public Library be established under Part 1 of the Public Libraries Act, R.S.O. 1990, chapter P.44, for the Township of West Grey effective January 01, 2001.
2. That The Corporation of the Township of West Grey Public Library Board shall be composed of nine (9) members appointed by Council.
3. That the Library Board shall employ a librarian as Chief Executive Officer, who shall have a general supervision over and direction of the operations of the Public Library and its staff, shall attend all board meetings and shall have the other powers and duties that the board assigns to him or her from time to time.
4. That the Council shall in each year appropriate and pay to the Board the amount of the estimates of the Board that is approved by the Council for the establishment, operation and maintenance of a comprehensive and efficient Public Library Service that reflects the municipality's unique needs.
5. That the Library Board has exclusive control of the disbursement of the finances of the library.
6. That the property and the income, revenues, issues and profits of all property of the Library Board shall be applied solely to the establishment, operation and maintenance of a Public Library service.
7. In the event of a conflict between and provision of this By-law and any provision of the Public Libraries Act, R.S.O. 1990, chapter P.44, the provision of the Act prevails.

Read a first time this 22nd day of January, 2001

Read a second time this 22nd day of January, 2001

Read a third time and finally passed this 22nd day of January, 2001
and the Corporation Seal attached.



Mayor



Clerk Administrator

