

West Grey Public Library Board

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

Agenda

September 13, 2023, 6pm

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
 - a. Bike stand Durham branch – June 2023
 - b. Ontario Library Week – August 2023
6. Adopt previous minutes – June 14, 2023 and closed minutes from June 14, 2023

Moved by and seconded by **THAT** the West Grey Library Board adopt the minutes.
7. Matters arising from the minutes.
 - a. Bruce County Bookmobile
 - b. Council Presentation – October 3rd, 9am
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. Board governance training
 - b. West Grey and WGPL van – grant with Trillium
 - c. Discussion with landowner
 - d. Super Conference Bootcamp in January 2025
11. Open Discussion (15 min)
12. Next Meeting – Wednesday October 11, 2023, 6pm at the Durham Branch
13. Adjournment

From: susanbatten@mac.com
Subject: Bike Stand at the Durham Library
Date: June 24, 2023 at 1:10 PM
To: board@westgreylibrary.com
Cc: info@westgreylibrary.com



Dear Board Members,

re: Bike stand at the Durham Library

Recently my son and I rode our bicycles to our local Durham Library. I was much dismayed to find that there was no bike stand located at the library, and of course we weren't allowed to bring our bicycles into the library for safety. I spoke with the staff at our library and they informed me that they had been requesting a bicycle stand for quite some time, but have been unsuccessful in procuring the stand.

Our library is much more than a warehouse for books, it is a centre that both serves our community with knowledge and emulates what is important for our community. This can come in many forms; ensuring equal access to resources such as the internet and fishing supplies for children, as well as promoting health and wellness advocacy and environmental awareness.

As a local physician, I see how the poisoning of our environment is affecting the health and wellness of our community, the air pollution from forest fires to name just one recent example.

Our library must be a voice for our community - thus taking action to show the community the importance of changing our habits which are destroying ourselves and our children's future. Shifting our 'car first' culture takes time and an assertive effort to rethink what is most important to all of us.

Initiating a spot for a bike stand, which could also include a space with seating and storing of strollers and other non-motorized vehicles, just outside of the library would both enhance the look of the space and express to the community the values that we all hold strong. It would only have to take up one parking space, but this small change would initiate a much more significant impact on our lives.

Thank you for your consideration of my request. My family and I are not just asking for the library to implement this change, but are willing to participate in supporting this request.

Sincerely,

Susan & Ken

Dr. and Mr. Batten
393607 Concession 2
Durham, ON, N0G 1R0
c: 519-377-5351

...for the growing good of the world is partly dependent on the unhistoric acts (and) half owing to the number who lived faithfully, a hidden life, and rest in unvisited tombs. - George Eliot.



**Corporation of the
Municipality of West Grey**

402813 Grey Road 4, RR 2 Durham, ON N0G 1R0
519 369 2200

August 17, 2023

Kim Storz, CEO/Chief Librarian
Kim@westgreylibrary.com
West Grey Public Library
453 Garafraxa Street South, Box 706
Durham, ON N0G 1R0

RE: Request to recognize Ontario Library Week

Dear Kim Storz,

Please be advised that at its meeting held on August 15, 2023, the council of the Municipality of West Grey considered the above-noted matter and passed Resolution No. R-230815-010 as follows:

"THAT in consideration of correspondence received from Kim Storz, West Grey Public Library CEO/Chief Librarian, respecting a request to recognize October 16-20, 2023 as Ontario Library Week, council recognizes October 16-20, 2023 as Ontario Library Week."

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Jamie Eckenswiler".

Jamie Eckenswiler, AMP (he/him)
Director of Legislative Services/Clerk
Municipality of West Grey

West Grey Public Library Board Minutes

June 14, 2023
West Grey Public Library – Durham Branch

Present: Malcolm Beddoe, Samantha Mund, Scott Foerster, Geoffrey Shea, Yvonne Pelletier, Stephen Townsend

Absent: none

1. Introductions

2. Call to Order

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

3. Agenda

Moved by Stephen Townsend and seconded by Samantha Mund THAT the Agenda be approved.
Motion carried.

4. Declaration of Interest

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

5. Correspondence

None

6. Minutes

Moved by Yvonne Pelletier and seconded by Scott Foerster THAT the West Grey Public Library Board approve the May 10, 2023, minutes.
Motion carried.

7. Matters arising from the minutes.

a. Strategic Plan options

Moved by Yvonne Pelletier and seconded by Scott Foerster to delay

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the Strategic Plan revision until 2025, following the model of the OLS.

Motion carried.

- b. Update on future expansion of land
Discussion with respect to contact with current owner to determine options for adjacent land.
- c. Strategic Service Delivery Review – done by Stephen Abrams
 - i. Work plan
discussion re: 10 recommendations directed to Board/
CEO requested that these be prioritized/scheduled
#10A and 10C were identified as first priority.

Moved by Geoffrey Shea and seconded by Stephen Townsend that the Board will work on a fundraising plan and there will be a separate meeting for this purpose.

- d. Council meeting
 - i. The Board will present to Council on Tuesday, October 3 @ 9 am.
This item will be on the Council's agenda.

8. CEO/Chief Librarian's Report

- a. **Moved by Samantha Mund and seconded by Scott Foerster THAT the West Grey Library Board accept the Librarian's report.**
Motion carried.

9. Report from Council members

Bruce County bookmobile has arrived with the goal to be operational by the end of the summer.

10. Other business

- a. Board update – Board governance training in Owen Sound
two Board members attended.

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CEO identified online training opportunities; will send link to Board members.

11. Open discussion

Discussion of alternative times for board meetings

12. Closed session

Moved by Yvonne Pelletier and seconded by Stephen Townsend THAT the West Grey Public Library Board move into closed session at 8:30 p.m.,

Be it resolved that the West Grey Public Library Board, goes into closed session to discuss personal matters about an identifiable individual.

Moved by Yvonne Pelletier and seconded by Stephen Townsend THAT the West Grey Public Library Board hereby returns to open session at 9:30 p.m.

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

13. Next Meeting – September 13, 2023, 6pm start – Ayton Branch

14. Adjournment - Motion to adjourn the meeting at 9:30 pm by Yvonne Pelletier.

Chair:

Date:

Chief Librarian/CEO Report
SEPT 13, 2023

ADMINISTRATION

In partnership with the Municipality, we were successful in receiving a Trillium Grant. With the grant the library will purchase some digital resources to be used during programming. A van was also purchased that has both the Municipal and Library logo on it, and it will be used to help expand our programming in the community.

STAFF

We welcomed 2 new students. Izzy and Finn both started the first week of September. We also welcomed 2 part-time staff members, Le and Kim who also started the first week of September.

Kayla is celebrating 10 years with WGPL this September.

PROGRAMMING

We had a very successful summer reading program, with 183 kids registered and 52 programs offered. Some of these programs included the Touch A Truck Kick-Off event, the Knights in the Classroom performance, and the Nuclear Innovation Institute's 'Science in the Summer' program. We also offered Nature Clubs, Kids' Clubs, Storytimes, Storytimes in the Park, LEGO Clubs, and Teen Craft Nights. Some programs were offered in the library branches, and some were offered in the community. We had 475 kids attend programs in the libraries, and 467 attend programs in parks and locations in the community.

The kids of West Grey read for 2600 days combined!

Here are some remarks that we've heard lately from patrons:

"I don't think you realize how much [my child] enjoys Storytime. It is absolutely the highlight of their week. They love the songs and the stories so much." -Patron, Storytime Aug '23

"Every time I tell [my child] that it's time to go to the library for Storytime, they get so excited and ask 'Is Kayla going to be there?' " -Patron, Storytime Aug '23

"My 6-year-old came to me and said that he was 'inspired to become an engineer' after attending the Knights in the Classroom presentation. He's drawing and

Chief Librarian/CEO Report
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experimenting and asking me to get him supplies to build his own catapult, all from this show!" -patron, Knights in the Classroom Siege Weapons presentation July '23

We attended the farmers market one day in August and interacted with 208 people.

Adult programming has been going very well and we keep getting some many positive comments.

Our In-Residence program was selected to present at the Ontario Library Service Virtual Conference being held September 27th.

We had a great turn out at the Durham Fall Fair September 2, 2023. We interacted with 246 people and had some great conversations and comments.

"Wow, we can join the library for free."

"You mean we don't have to pay to come to yoga."

BUILDINGS

The windows for Ayton and Neustadt will be in shortly and are tentatively planned to be installed in the middle of October.

We have received some great feedback regarding our Saturday hours in Ayton. One mom wanted to let us know that weekdays are too busy, and she loves that she can now come in on a Saturday.

MUNICIPALITY OF WEST GREY
LIBRARY - WEST GREY



For Period Ending 30-Sep-2023

	CURRENT	CURRENT	VARIANCE \$	VARIANCE %
	YEAR TO DATE	BUDGET		
LIBRARY				
OPERATING REVENUES				
Transfer from Reserves	0.00	(5,000.00)	(5,000.00)	0.00
Grants Province	0.00	(24,190.00)	(24,190.00)	0.00
West Grey Levy	(512,490.00)	(512,490.00)	0.00	100.00
Interest Revenue	(101.85)	0.00	101.85	0.00
Prov Revenue - Connectivity	(404.35)	(800.00)	(395.65)	50.54
Donations	(3,667.91)	0.00	3,667.91	0.00
Library Revenue	(1,848.43)	(1,250.00)	598.43	147.87
Service Fees Revenue	(1,086.00)	(1,250.00)	(164.00)	86.88
Total OPERATING REVENUES	(519,598.54)	(544,980.00)	(25,381.46)	95.34
OPERATING EXPENSES				
Wages	219,024.06	330,845.00	111,820.94	66.20
Benefits	51,831.83	71,789.00	19,957.17	72.20
Materials & Supplies	1,347.80	500.00	(847.80)	269.56
Office Supplies	4,164.88	4,000.00	(164.88)	104.12
Volunteer Recognition	78.35	500.00	421.65	15.67
General Memberships	325.00	600.00	275.00	54.17
Advertising	663.02	1,000.00	336.98	66.30
Building Maintenance	6,709.59	4,000.00	(2,709.59)	167.74
Mileage/Courier	1,330.38	1,200.00	(130.38)	110.87
Copier Lease	1,327.95	2,000.00	672.05	66.40
Program Development	5,599.37	6,000.00	400.63	93.32
ILLO Expense	128.18	300.00	171.82	42.73
E-Resources	8,464.25	10,000.00	1,535.75	84.64
KOHA Support	4,611.77	5,200.00	588.23	88.69
IT Support	2,597.38	2,500.00	(97.38)	103.90
Hardware	7,424.73	6,308.00	(1,116.73)	117.70
Software	2,865.58	5,000.00	2,134.42	57.31
Book Processing Fee	1,657.49	3,300.00	1,642.51	50.23
Books	12,476.64	25,000.00	12,523.36	49.91
Collections	1,207.81	3,000.00	1,792.19	40.26
Conference/Training	3,307.75	2,500.00	(807.75)	132.31
Security	859.20	1,500.00	640.80	57.28
Library Board	16,456.00	19,533.00	3,077.00	84.25
Total OPERATING EXPENSES	354,459.01	506,575.00	152,115.99	69.97
BRANCH EXPENSES				
NEUSTADT BRANCH EXPENSES	5,989.54	8,280.00	2,290.46	72.34
NORMANBY BRANCH EXPENSES	5,735.88	7,525.00	1,789.12	76.22
DURHAM BRANCH EXPENSES	18,033.21	22,600.00	4,566.79	79.79
Total BRANCH EXPENSES	29,758.63	38,405.00	8,646.37	77.49
Total LIBRARY	(135,380.90)	0.00	135,380.90	0.00

WGPL Usage Statistics

CIRCULATION STATISTICS

												Total	YTD	
2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2022	2023
AYT	210	228	288	283	251	167	158	157					1,873	1,742
DUR	3,459	3,094	3,904	3,184	2,735	2,905	3,170	3,713					33,392	26,164
NEU	583	472	511	390	434	337	249	260					4,467	3,236

VISITS STATISTICS

												Total	YTD	
2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2022	2023
AYT	89	91	132	93	109	110	126	80					570	830
DUR	1,574	1,413	1,943	1,522	1,550	1,444	1,657	1,999					10,721	13,102
NEU	114	102	134	95	112	102	120	89					1,071	868

NEW CARDS

												Total	YTD	
2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2022	2023
AYT	3	10	2	1	-	4	2	5					10	27
DUR	47	32	40	28	30	30	36	28					291	271
NEU	10	-	2	3	1	2	3	3					28	24

COMPUTER USAGE

												Total	YTD	
2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2022	2023
AYT	14	4	6	5	12	6	4						63	51
DUR	89	87	133	109	108	125	77						583	728
NEU	7	5	7	3	-	-	4						21	26

WIFI USAGE

												Total	YTD	
2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2022	2023
AYT	2	1	3	8	8	31	47	34					18	134
DUR	102	78	104	125	136	124	178	201					883	1,048
NEU	-	-	6	11	12	11	3	2					4	45

DIGITAL STATISTICS

												Total		
2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2022	2023
FACEBOOK FOLLOWERS	826	850	858	873	885	899	909	922					800	858
INSTAGRAM FOLLOWERS	590	598	607	614	615	612	611	616					589	607
KANOPY VISITS	587	331	366	312	776	924	1,186	966					5,196	5,448
WEBSITE VIEWS	2,630	2,249	2,880	1,642	2,183	1,626	2,341	2,705					19,676	18,256

LIBBY CIRCULATION STATISTICS

												Total	YTD	
2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2022	2023
E-BOOKS	636	573	642	607	583	529	621	613					7,148	4,804
E-AUDIOBOOKS	533	489	605	572	520	567	601	598					5,496	4,485
NEW MEMBERS	19	6	11	9	6	11	7	5					99	74