



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, May 16, 2019 @ 7:00 pm

Location: Uxbridge Public Library, Tower Meeting Room

1. Call to order

2. Disclosure of Pecuniary Interest and the General Nature thereof.

2.1 Standard disclosures will be noted in the minutes

3. Approval of Agenda

4. Approval of Consent Agenda

5 Committees:

5.1 Finance –

5.1.1 First quarter summary report. (Donna)

5.1.2 April accounts

5.2 Governance and HR Committee (D. Phillips)

5.2.1 **Action item:** Accessibility and Customer Care training. Please print certificate for our files if you have not done so.

- <https://accessforward.ca/customerService/intro>
- Currently completed by all staff
- Volunteers – ongoing

5.2.2 Uxbridge Public Library 3D Printing Policy

- Updated

5.2.3 Summary on Regional Workshop on Governance Best Practices – (Agnes).

5.2.4 Still Pending

- Site specific Workplace Health and Safety policy
- Purchasing policy (being updated by the Township)

5.211 Community Committee (D. Clements)

- Update on Fundraising plan for memorial.
- Discussion on plaque and its wording

5. New Business

5.1 Large Tree in Children's garden

5.2 Horticultural Society & Children's Garden (Agnes)



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6. Ongoing Business / Action items

- 6.2 Set up new committees (see chart)
- 6.3 2019 – 2022 Strategic Plan update: Community Committee?
- 6.4 Facility update (Amanda)

7. Correspondence

- Letter to Libraries from Michael Tibollo, Minister of Tourism, Culture and Sport

8. Round Table

9. Council Connects

10. Future Meetings: Thursdays at 7:00 pm

- June 20, (none for July and August),
- Sept. 19, Oct. 17, Nov. 21, Dec. 19.

11. Date of Next Board Meeting: June 20

12. Adjournment



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, May 16, 2019 @ 7:00 pm

Location: Uxbridge Public Library, Tower Meeting Room

Consent Agenda:

1. Minutes of the April, 18 2019 meeting

2. Updated Policies:

Please Note: The actual date these policies were implemented at the Township level is referenced on each policy. We are only bringing them forward with the intention of updating them to make specific reference to the Library.

2.1 Uxbridge Public Library Attendance and Lateness Policy

2.1.1 Adopted Sept. 2010, Updated May 2019

2.2 Uxbridge Public Library Hours of Work Policy

2.2.1 Adopted June 2010, Updated May 2019

2.3 Uxbridge Public Library Family Leave Policy

2.3.1 Adopted Feb. 2017, Updated May 2019

2.4 Uxbridge Public Library Vacation Policy

2.4.1 Adopted June 2013, Updated May 2019

2.5 Uxbridge Public Library Environmental Disability and Sensitivity Policy

2.5.1 Adopted January 2018, Updated May 2019



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, April 18, 2019 @ 7:00 pm

Location: Uxbridge Public Library, Tower Meeting Room

Present: Dave Phillips, Gord Shreeve, Dwight Clements, Lynn Klages, Agnes Croxford, , Corrinne Morrison, Amanda Ferraro

Regrets: Martin Koolhaas Gary Ruona, Willie Popp, Dave Barton

Guests: Ian, Kerri

1. Call to Order @ 7:00 pm
2. Disclosure of Pecuniary interest and the General Nature thereof.
 - No disclosures

3. Approval of Agenda

Plus, Additional request to allow Ian to present first on 3D printing program.

Moved by Dwight, seconded by Lynn; carried

4. Approval of Minutes

Moved by Agnes, seconded by Dwight; carried

5 **Committees:**

5.1 **Finance –**

- 5.1.1 March accounts

Moved by Dwight, seconded by Lynn; carried

- 5.1.2 Report 01-19 from Amanda Ferraro, Director of Community Services and interim Library CEO, Re: complete lighting retro-fit and Hydro savings.

1. THAT Report 01/19 be received for information;
2. AND THAT the Library Board direct staff to move forward on Option # 2 \$37569.31 with Estimated Incentives of \$4000.00 and an estimated total of \$33569.31 + HST
3. AND THAT the Library Board direct staff to send an update to Committee so they are aware of the Lighting retrofit and the potential Hydro savings.

Moved by Lynn, seconded by Gord; carried

- 5.1.3 Report 02-19 from Amanda Ferraro, Director of Community Services and Interim Library CEO, Re: window coverings

1. THAT Report 02/19 be received for information;
2. AND THAT the Library Board direct staff to move forward once the third quote is received.

Moved by Gord, seconded by Lynn; carried

- 5.1.3 Report from Corrinne Morrison, Program Coordinator, on New Photocopy lease opportunities.

1. THAT Report LB-03/19 be received for information;



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2. AND THAT the Library Board direct staff to accept the lease for the Xerox Altalink C8030 copier.

Moved by Agnes, seconded by Dwight; carried

5.1.4 Update from Corrinne Morrison, Program Coordinator on Overdrive Shared E-books: stats on usage for a cost / user comparison. \$5,000 / year = \$0.30 / book

5.2 Governance and HR Committee (D. Phillips)

5.2.1 **Action item:** All board members must have Accessibility and Customer Care training. 20 minute on line. Please print certificate for our files.

- <https://accessforward.ca/customerService/intro>
- Dave, Agnes, Gordon and Dwight completed.

5.2.2, 5.2.3 & 5.2.4 were combined in a motion:

5.2.2 **Uxbridge Public Library Code of Conduct Policy**

5.2.3 **Uxbridge Public Library Recruitment and Hiring Policy**

5.2.4 **Uxbridge Public Library Student Hiring policy**

Moved by Dwight, seconded by Lynn; carried

5.2.5 **Action item:** Next meeting

- Site specific Workplace Health and Safety policy
- Purchasing policy

5.3 Community Committee (D. Clements)

- Update on Fundraising plan for memorial.
 - 100 Men who care approved funding. Estimated at \$3,000
 - Next steps include email blast, display etc...
 - Good cover in the papers (TJ & Cosmos)
- Charitable number: no action needed. Present system works for tax receipts
- 3D Printing program– (Ian)
 - Robots for seniors a big success. 14 organizations, 122 Session, 1300 attendees (March 1, 2018 – Feb, 28th 2019).
 - Great for social interactions and mental stimulus
 - Lots of great stories
 - Potential to continue with donations from the Uxbridge Rotary Club and an extension of unspent funds in the horizon grant.

6. New Business

- SOLS cuts – 50%
 - Resulted in cancelling interlibrary loans delivery service
 - Uxbridge on average sees 1823 in and 963 out.
 - Corrinne to post on website.
- **Action item:** Strat Plan needed and New Committees to be set up.



Township of Uxbridge Public Library Board Meeting Minutes

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7. Ongoing Business / Action items

7.1 Facility update (Amanda)

- Cataloging office is getting re-furnished and painted
- Heat and Air delayed again. A new technician will be coming.
- June 6th Library closed for training and maintenance. Maintenance includes painting the railing, some drywall and some electrical.
- 2 quotes received for the Building Condition Assessment. This will include:
 - Structural Assessment
 - Life Safety, Building Code and Accessibility
 - Mechanical, Plumbing, Electrical and Fire Protection

7.2 Regional Workshop on Governance Best Practices. Date Saturday May 4th: Dave, Agnes and Amanda attending

7.3 Housekeeping ongoing in front of old stairwell. Suggestion to frost the windows for more privacy.

7.4 Most members are receiving SOLS Newsletter & Governance Hub.

8. Correspondence: N/A

9. Round Table: N/A

10. Council Connects: N/A

11. Future Meetings

- May 16, June 21, (none for July and August),
- Sept. 19, Oct. 17, Nov. 21, Dec. 19.

12. Date of Next Board Meeting: May 16

13. Adjournment 8:17 pm

Moved by Lynn, seconded by Dwight; carried



Uxbridge Public Library Attendance and Lateness Policy Coordinated with the Township of Uxbridge Attendance and Lateness

1. POLICY

- 1.01 The Township of Uxbridge promotes full attendance for every shift, encouraging punctuality, responsibility and commitment to the job.
- 1.02 Employees are expected to attend work on a regular basis, start their shifts on time and remain throughout their scheduled work hours.

2. PURPOSE

- 2.01 To provide a standard by which employees are to conduct themselves in the case of unforeseen lateness.
- 2.02 To provide steps for supervisors, or designates, to follow when addressing employee attendance.

3. PROCEDURES

- 3.01 The procedures outlined below shall be applied in non-emergency situation; exceptions may occur in the instance of an unforeseen event that may meet the scope of the Emergency Leave Policy.
- 3.02 At the discretion of the supervisor, manager or Department Head, missed time may be made up during lunch break or at the end of the business day or in some other mutually agreeable fashion. The made up time will be treated as straight time regardless of the manner in which is it attended to.

Late Arrival/Reporting Late

- 3.03 An employee who is unable to arrive at work at the specified or scheduled start time must promptly contact their immediate supervisor or designate prior to the start of their shift. Employees are encouraged to give as much notice as possible.
- 3.04 At the time of notification, the employee shall provide an expected arrival time and an explanation for tardiness.

- 3.05 Upon arrival, the employee shall report directly to the supervisor or designate to whom initial notification was given.

Request to Leave Work Early

- 3.06 An employee wishing to leave work prior to the completion of the scheduled shift must receive prior permission from the immediate supervisor, providing an explanation and time of departure.
- 3.07 Where possible, a request for early leave should be made to the supervisor at least one full working day in advance of the day and time required.
- 3.08 Employees are encouraged to book personal appointments at times which are least disruptive to the scheduled shift.

Excessive Lateness and Early Leave

- 3.09 Attendance is a criterion of performance and will be measured when assessing overall employee performance at work.
- 3.10 Employee attendance will be documented by the immediate supervisor or designate for reference purposes.
- 3.11 Employees in contravention of this policy, or who become habitually unreliable or excessive in terms of attendance, or if a pattern emerges, may be subject to disciplinary action.

4. APPLICATION

- 4.01 This policy applies to all employees.
- 4.02 If any provision of this policy conflicts with a department specific policy, procedure, rule, regulation or operational standard, the provision that is most restrictive in its application shall prevail.

5. REFERENCE

- 5.01 Family Leave Policy
Hours of Work Policy

6. INQUIRIES

- 6.01 For additional information on this policy contact your Supervisor or CEO.



Uxbridge Public Library Hours of Work Policy Coordinated with the Township of Uxbridge Hours of Work Policy

1. POLICY

- 1.01 Regular full-time hours vary with job classifications and may be 7 hours per shift, Monday to Friday for a total of thirty-five (35) hours per week but could also be eight (8) hours per day for a forty (40) hour work week or other shift arrangements. The immediate supervisor must approve overtime. Alternative arrangements (flex hours) may be made but must be mutually agreed to between Department Head and employee.
- 1.02 Part-time staff will be scheduled as necessary and may be scheduled for less than the normal daily hours on any day but, in any event, will be subject to the same maximums, lunch periods and overtime provisions as directed herein.
- 1.03 Lunch period – employees scheduled to work a full regular shift shall generally observe a one-hour unpaid lunch period. Lunch periods shall commence at a time that is no longer than five (5) hours after the shift starting time.
- 1.04 Where alternate work arrangements are made, operational needs must be maintained.

2. PROCEDURES

- 2.01 Variations in the shift starting and quitting times of some positions may be approved by the Manager if the purpose is to provide more effective access to the incumbent of those positions by customers, suppliers and/or other employees..

3. SCOPE

- 3.01 This policy applies to all employees. Where the employee is part of a Union, the Collective Agreement may take precedence. Please see your Supervisor for clarification.



Uxbridge Public Library Family Leave Policy Coordinated with the Township of Uxbridge Family Leave Policy

1. POLICY

1.1. Full-time employees of the Township shall be entitled to five (5) days of family leave per year.

2. PROCEDURES

2.1. Five (5) Family leave days will be allowed for the following reasons; doctors, dentist or medical appointments, sickness at home or in the hospital for self or immediate family members. For the purposes of this policy, immediate family members shall include: wife, husband, common-law spouse, child, mother, father, father-in-law, mother-in-law, sister, brother, or grandparent of the employee. The employee's doctor, dentist and medical appointments shall be considered family leave. Family leave can be taken in increments of one half (1/2) hour. The Township reserves the right to request a note.

2.2 Employees are responsible for completing and submitting a Family Leave Form upon their return to work. This form is to be approved by their Department Head/Manager and submitted to the Supervisor of Accounting.

3. DEFINITIONS/CLARIFICATIONS

3.1. **Full-time Employee:** A full-time employee shall be an employee of the Township who is employed for a minimum of 35 hours per week.

3.2. **Part-time Employee:** Part-time employees are NOT entitled to family leave benefits.

4. APPLICATION

4.1 This policy applies to all full-time employees. *Where the employee is part of a Union, the Collective Agreement may confer a different entitlement. Please see your supervisor for clarification.*



Uxbridge Public Library Vacation Policy Coordinated with the Township of Uxbridge Vacation Policy

1. Policy:

1.01 All Full time employees of the Township of Uxbridge will be provided with paid vacation entitlement. Part time employees are entitled to vacation pay at the appropriate percentage.

2. Procedures:

2.01 Vacation requests must be submitted to the employee's supervisor for approval

2.02 Vacations shall be taken in the calendar year based on the employee's vacation entitlement.

2.03 To receive increased vacation entitlement, only service accrued with the Township will apply.

2.04 It is Council's position that vacation carry-over is not a desirable practice and that vacation allotment or part thereof shall not carry over from year to year. It is understood that it will take a couple of years to achieve the recommendation and therefore it will be fully phased in by December 31, 2015. The maximum carry over each year is listed below. This includes any carry forwards from the previous year, days accrued in the present year and any time in lieu (as part of the position or accumulated throughout the year). The CAO may grant an exemption in extenuating circumstances on the recommendation of the Department Head. The CAO may also grant 10 days carry over to Department Heads in very limited circumstances due to factors beyond the Department Heads control.

Department Heads:

CAO, Fire Chief, Director of Public Works and Operations, Director of Legislative Services, Chief Librarian, Treasurer, Director of Community Services.

10 days from 2013; 5 days (including carry overs, lieu time, etc) from 2014 and beyond

Remaining staff:

5 days (including carry overs, lieu time, etc) from 2013 and beyond

- 2.05 If a paid designated holiday falls during an employee's vacation, the employee shall be granted an additional day's vacation at a time mutually agreed to between the employee and the Department Head.
- 2.06 If an employee suffers bereavement while on vacation, the bereavement leave will be allowed to replace ongoing vacation.
- 2.07 If an employee suffers an illness during vacation, sick leave can be used provided that the illness was not less than two working days and that a certificate from a medical doctor is presented upon return to work. The medical certificate must cover the period of illness claimed.
- 2.08 Department Heads are responsible for ensuring, in advance, that positions are adequately covered for peak vacation requests.

This policy applies to all employees. Where the employee is part of a Union the Collective Agreement provision will take precedence.

References: 2013-133 being a by-law to adopt the Township of Uxbridge Vacation Policy



Uxbridge Public Library Environmental Disability and Sensitivity Policy
Coordinated with the Township of Uxbridge
Environmental Disability and Sensitivity Policy January 15, 2018

Preamble

Many individuals experience various degrees of physical effects from exposure to scented products, such as perfumes and colognes. Sometimes, it might be a headache or nausea when passing by a department store's perfume counter or riding in an elevator with someone wearing a certain fragrance. However, a growing number of people are developing more severe reactions to these and many other types of products and chemicals. This condition is known as multiple chemical sensitivities (MCS) or Environmental Illness (EI). In this Policy, this condition will be referred to as "Environmental Disability or Sensitivity".

In the Ontario Health and Safety Act, Section 25 (2)(h) it states: *The employer (Township of Uxbridge) has an obligation to take all precautions reasonable for the protection of the worker.*

Even low levels of the stimuli may trigger reactions in people reporting these conditions. A worker who experiences these adverse health effects when exposed to scented products has a legal right to refuse to work in a situation that is likely to endanger himself or herself. This right is outlined in Section 43 (3)(b) of the Occupational Health and Safety Act: *A worker may refuse to work or do particular work where he or she has the belief that the physical condition of the workplace or part thereof where he or she works or is to work is likely to endanger himself or herself.*

Human Rights legislation says that we must accommodate a worker who identifies themselves as having an Environmental Disability or Sensitivity.

1.0 POLICY

The Township of Uxbridge is responsible to provide a safe and healthy workplace for all Township employees and is committed to fostering awareness of scents in the

workplace and of the adverse effects they can have on a person's health. In support of our commitment to health and wellness promotion, the Township of Uxbridge recognizes that sensitivity of employees to fragrances and scented products is a workplace health issue and requests all employees and visitors to refrain from wearing or using scented products in the workplace. The Township of Uxbridge recommends purchasing "environmentally friendly" and scent reduced products where possible.

2. DEFINITIONS

2.1 "Scent Reduced": Unfortunately, there is no exact definition for scent-reduced, fragrance-free or unscented. Products labelled as unscented may actually contain ingredients that are used to mask or hide the smell of other ingredients. However, certain product composition statements are required, including:

Odour or fragrance: If a product formulation has been amended to add or change a fragrance, terms such as "fresh scent," "floral scent" or "lemon scent" that describe the resulting odour may be added by notification. The terms "fragrance-free" or "unscented" may be added by notification if the product is odourless or nearly odourless, and contains no odour masking ingredients such as a perfume. The term "de-scented" may be added if the product contains an odour-masking ingredient. (Source: Regulatory Directive DIR2013-02, Notification/Non-notification. Health Canada)

2.2 Environmental Sensitivity (ES): "Environmental sensitivities (ES) describes a chronic condition whereby a person has symptoms when exposed to certain chemicals or other environmental agents at low levels tolerated by most people. The symptoms may range in severity from mild to debilitating. ES has also been called multiple chemical sensitivity, chemical intolerance, environmental hypersensitivity, environmental illness, toxicant-induced loss of tolerance, and idiopathic environmental intolerance."

3.0 SYMPTOMS

The following is a list of possible symptoms a person may experience:

headaches, dizziness, lightheadedness, nausea, fatigue, weakness, insomnia, malaise, confusion, loss of appetite, depression, anxiety, numbness, upper respiratory symptoms, shortness of breath, difficulty with concentration, skin irritation

Allergic and asthmatic patients, as well as those with other conditions, report that certain odours, even in the smallest amounts, can trigger an attack.

The severity of these symptoms can vary. Some people report mild irritation while others are incapacitated and/or must give up many 'normal' activities in order to avoid exposure (such as going to public places).

4.0 PRODUCTS THAT MAY CONTAIN SCENT

The following types of products may contain scents.

- hairsprays
- deodorants
- colognes and aftershaves
- fragrances and perfumes
- lotions and creams
- potpourri
- industrial and household chemicals
- soaps
- cosmetics
- air fresheners and deodorizers
- oils
- candles
- diapers
- some types of garbage bags

5.0 SIGNAGE

The following sign will be posted at all entrances to a scent-reduced designated facility:

“The Township of Uxbridge *Public Library* is a Scent-Reduced environment. Some people who work in this office *{or facility}* report sensitivities to various chemical-based or scented products. We ask for everyone's cooperation in our efforts to accommodate their health concerns.”

6.0 PROCEDURES

1. Notification by staff member of health concern to immediate supervisor or CEO.
2. Concern forwarded to the CAO, Health & Safety Coordinator and the Joint Health and Safety Committee Representative for that staff member.
3. The JHSC, the CAO or Senior Management may designate a facility as “Scent -Reduced” based upon their investigation.
4. Sign as described in 5.0 shall be posted at all entrance doors to facility including any that are used by staff only.
5. A notice shall go out to all staff notifying them of the scent-reduced request for that facility. Notice will include education information about the individual's sensitivities and severities.
6. The CEO shall work with the concerned staff member to determine the extent of the person's sensitivity and make the appropriate accommodations unique

- for that facility. The Health & Safety Coordinator may assist staff during this process as determined by either the CAO or the JHSC.
7. A time line for the evaluation of the situation shall be set at the start of the process to ensure that accommodations are adequate.
 8. Remind visitors when booking appointments that the facility is a scent-reduced environment.

7.0 RESPONSIBILITIES

7.1 CAO and CEO

1. Notify the Health & Safety Coordinator and the Facility JHSC Representative (and Facility Manager if required).
2. Keep all information including the person's identity confidential unless permission is granted to share the person's identity.
3. Ensure sign is posted on all entrance doors to designated facility.
4. Follow up with any concerns expressed regarding the scent-reduced environment including addressing concerns when an individual continues to wear scents.
5. Review policy with all staff members.

7.2 Joint Health & Safety Committee and the Health & Safety Coordinator

1. Review and follow up on all scent-reduced environment requests.
2. Make recommendations for facility designation to Senior Management.
3. Set evaluation time line for the scent-reduced accommodation.
4. Follow JHSC Terms of Reference for confidentiality.

7.3 Facility Managers and Supervisors

1. Notify the Health & Safety Coordinator, the Facility JHSC Representative, and Department Head of worker's concern.
2. Ensure that all required signage is in place.
3. Keep all information including the person's identity confidential unless permission is granted to share the person's identity.
4. Ensure sign is posted on all entrance doors to designated facility.
5. Follow up with any concerns expressed regarding the scent-reduced environment including addressing concerns when an individual continues to wear scents.
6. Review policy with all staff members.

7.4 Employees

1. Review this policy with Supervisor/Manger.
2. Follow this policy when entering a scent-reduced designated facility by not wearing scents.
3. Sometimes it is hard to notice how strong your scent is. You should follow the 2 foot rule. If your scent can be smelt from 2 feet away, then it is too strong.
4. If you notice a co-worker wearing a strong amount of scent, please notify them in a polite and courteous manner.
5. If experiencing an environmental sensitivity or disability notify one of the following: Facility Health & Safety Representative, Facility Manager/Supervisor, Health & Safety Coordinator, CEO or CAO.

EVALUATION

This policy shall be reviewed by the Joint Health and Safety Committees on an annual basis.

**Township of Uxbridge
Library Summary Report
For the Three Months Ending Sunday, March 31, 2019**

	<u>Current Quarter Actual</u>	<u>Current Quarter Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>2019 Budget</u>
<u>Operating Expenses:</u>						
Library Materials Purchased	\$24,061	\$17,232	\$24,061	\$17,232	(\$6,829)	\$68,920
<u>Programming:</u>						
Programs	2,703	2,028	2,703	2,028	(675)	8,100
Promotion	19	414	19	414	395	1,650
Total Programming	2,722	2,442	2,722	2,442	(280)	9,750
Administrative Costs	1,693	4,164	1,693	4,164	2,471	16,650
Fundraising Expenses	0	0	0	0	0	0
Repairs and Maintenance	20,153	17,175	20,153	17,175	(2,978)	68,700
Utilities	7,597	11,274	7,597	11,274	3,677	45,100
<u>Equipment & Maintenance:</u>						
Photocopying	486	1,002	486	1,002	516	4,000
Equipment Maintenance	877	876	877	876	(1)	3,500
Hardware and Software	430	2,352	430	2,352	1,922	9,400
Computer Maintenance	5,953	8,502	5,953	8,502	2,549	34,000
ISPN fees	1,209	999	1,209	999	(210)	4,000
Office Equipment	0	0	0	0	0	0
Total Equipment	8,955	13,731	8,955	13,731	4,776	54,900
Salaries, Wages & Benefits	104,780	152,211	104,780	152,211	47,431	608,832
Professional Development	1,152	1,926	1,152	1,926	774	7,700
Health & Safety	254	480	254	480	226	1,925
Mileage	151	300	151	300	149	1,200
Repayment to Town Reserve	25,046	6,261	25,046	6,261	(18,785)	25,046
Total Expenses - Per Budget	196,565	227,196	196,565	227,196	30,631	908,723
<u>Other Items:</u>						
Amortization - TCA	21,425	21,000	21,425	21,000	(425)	84,000
Amortization - Other	2,975	3,399	2,975	3,399	424	13,600
Transfer to TCA	(24,061)	0	(24,061)	0	24,061	0
Grant Expenditures (1)	0	0	0	0	0	0
	339	24,399	339	24,399	24,060	97,600
Total Expenses	196,904	251,595	196,904	251,595	54,691	1,006,323

**Township of Uxbridge
Library Summary Report
For the Three Months Ending Sunday, March 31, 2019**

	<u>Current Quarter Actual</u>	<u>Current Quarter Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>2019 Budget</u>
<u>Operating Revenues:</u>						
<u>Grants:</u>						
Municipal Grants	211,989	211,989	211,989	211,989	0	847,955
Provincial Grant	0	6,045	0	6,045	(6,045)	24,176
Student Grant	0	0	0	0	0	0
Summer Student Grant	0	399	0	399	(399)	1,600
CAP Grant	0	0	0	0	0	0
Total Grants	211,989	218,433	211,989	218,433	6,444	873,731
<u>Donations:</u>						
Specified Donations	0	0	0	0	0	0
Material Donations	913	552	913	552	361	2,200
Adopt A Book	0	0	0	0	0	0
Adopt A Magazine	0	12	0	12	(12)	50
Total Donations	913	564	913	564	(349)	2,250
<u>Fundraising:</u>						
Volumes of Giving	0	0	0	0	0	0
125th Anniversary Fundraising	0	0	0	0	0	0
General Fundraising	6	0	6	0	6	0
Total Fundraising	6	0	6	0	(6)	0
<u>Other Revenue:</u>						
Discard Books	323	351	323	351	(28)	1,400
Programming Revenue	3,769	3,006	3,769	3,006	763	12,021
Room Rentals	1,530	624	1,530	624	906	2,500
Late Fines	2,190	2,523	2,190	2,523	(333)	10,100
Genealogy Income	65	126	65	126	(61)	500
Interest Income	679	573	679	573	106	2,301
Sundry	1,062	981	1,062	981	81	3,920
Transfer from Reserve	0	0	0	0	0	0
Total Other Revenue	9,618	8,184	9,618	8,184	(1,434)	32,742
Total Revenues - Per Budget	222,525	227,181	222,525	227,181	4,656	908,723
<u>Items not Budgeted:</u>						
Internship Grant	0	0	0	0	0	0
Federal Grant	3,216	0	3,216	0	3,216	0
Other Grants (2)	0	0	0	0	0	0
	3,216	0	3,216	0	(3,216)	0
Total Revenues	225,741	227,181	225,741	227,181	1,440	908,723
Net Expenditures - Per Budget	(25,960)	15	(25,960)	15	25,975	0
Net Expenditures	(28,837)	24,414	(28,837)	24,414	53,251	97,600

Date	Vendor ID	Vendor Name	Invoice Number	Invoice Description	Amount \$
4/3/2019	VER001	ELEXICON ENERGY	51001548-02/MAR2019	HYDRO-FEB 8 TO MAR 8	\$1,383.35
4/3/2019	PUR001	PUROLATOR COURIER LTD.	440815369	COURIER SERVICE	\$11.41
4/3/2019	BEL001	BELL CANADA	9059859547/MAR2019	TELEPHONE-MAR 22 TO APR 21	\$147.15
4/3/2019	BEL012	BELL MOBILITY INC.	52542610UOC683-MAR-L	CELL PHONES/INTERNET-FEB/MAR	\$17.23
4/3/2019	EXE002	EXECUTIVE COPIER SYSTEMS INC.	62546	COPIES	\$92.24
4/3/2019	JAC004	JACK THE BOOKMAN LTD.	122573	BOOKS	\$191.84
4/3/2019	JAC004	JACK THE BOOKMAN LTD.	122574	CD'S	\$61.43
4/3/2019	LIB001	LIBRARY SERVICES CENTRE	563771	BOOKS	\$662.32
4/3/2019	DEL002	DE LAGE LANDEN	7099736	COPIER-4/15/19-5/14/19	\$220.35
4/3/2019	COR002	CORPORATE EXPRESS CANADA INC.	C257388-00611244-LIB	OFFICE SUPPLIES	\$54.18
4/3/2019	RON001	RONA INC.	33220-11718151	SUPPLIES	\$31.77
4/3/2019	RON001	RONA INC.	33220-11724031	SUPPLIES	\$6.87
4/3/2019	DES001	DESJARDINS CARD SERVICES	5417031338	SUPPLIES	\$146.49
4/3/2019	DES001	DESJARDINS CARD SERVICES	5416975099	SUPPLIES	\$306.93
4/3/2019	CDW001	CDW CANADA INC.	RLT7376	HARDWARE	\$344.28
4/3/2019	MIN002	MINISTER OF FINANCE*****	EHT-MARCH 2019-LIB	EHT-MARCH-LIBRARY	\$573.27
4/3/2019	THE005	THE COMPUTER MEDIA GROUP	1460341-IN	SUPPLIES	\$81.77
4/3/2019	THE005	THE COMPUTER MEDIA GROUP	1460937-IN	SUPPLIES	\$70.34
4/3/2019	THE005	THE COMPUTER MEDIA GROUP	1460560-IN	SUPPLIES	\$159.99
4/9/2019	CIB003	CIBC VISA	EXP.-FEB 25 -MAR 24	EXPENSES-FEB 25 TO MAR 24	\$1,567.51
4/10/2019	FIN001	FINDMYPAST LTD.	A01FTI000000322	SUBSCRIPTION RENEWAL	\$780.45
4/10/2019	LIB001	LIBRARY SERVICES CENTRE	564711	BOOKS	\$19.20
4/18/2019	BEL001	BELL CANADA	9054732375/APR2019	TELEPHONE-APRIL	\$108.77
4/18/2019	BEL001	BELL CANADA	9058529747/APR2019	TELEPHONE-APRIL	\$335.24

4/18/2019	ROC004	ROCKY RIDGE DRINKING WATER LIMITED	326137	WATER	\$59.50
4/18/2019	GRE010	GREENEARTH CANADA CONTRACTING LTD.	1423-LIBRARY	SNOW REMOVAL-APRIL-LIB	\$753.34
4/18/2019	JIM008	JIM NELSON	534672-APRIL/2019	CARETAKING-APRIL	\$1,988.80
4/18/2019	NAT004	CWB NATIONAL LEASING	18194621	MONTHLY LEASE # 2680458	\$136.73
4/18/2019	MAR004	MARTY S WINDOW CLEANING	APRIL/19	WINDOW CLEANING-BOTTOM EXT.	\$113.00
4/18/2019	LIB001	LIBRARY SERVICES CENTRE	564711	BOOKS	\$647.35
4/18/2019	LIB001	LIBRARY SERVICES CENTRE	564222	BOOKS	\$1,010.85
4/18/2019	HYD005	HYDRO ONE NETWORKS INC.	200072033278/APR2019	HYDRO-MAR 6 TO APR 4	\$389.72
4/18/2019	GDL002	GDL SOLUTIONS INC.	16-773	SERVICES-APRIL	\$2,203.50
4/18/2019	THE005	THE COMPUTER MEDIA GROUP	1460131-IN	TONER/SUPPLIES	\$259.09
4/18/2019	CAN005	CANADIAN WILDLIFE FEDERATION	11784337-2019 RENEW	MAGAZINE RENEWAL-11784337/19	\$39.00
4/29/2019	WOR003**	WORKPLACE SAFETY & INSURANCE	WSIB-MARCH-LIB/19	WSIB-JAN TO MARCH/19-LIBRARY	\$288.96
					\$15,264.22

Township of Uxbridge Public Library
POLICY STATEMENTS AND PRACTICES

POLICY NO.: A18- 3D Printing Policy

Page 1

OBJECTIVE: To provide clarity to both staff and library users on the use of the Uxbridge Public Library Self-Serve 3D printer.

DATE OF APPROVAL: May 16, 2019

MOTION: ##-##

DATE OF AMENDMENT AND MOTION:

Policy

1. The Library's 3D printer may only be used for lawful purposes and in submitting digital files for printing, the library user agrees to assume all responsibility for and shall hold the Library harmless in all matters related to their 3D printing. The public will not be permitted to use the Library's 3D printer to create material that is:
 - Prohibited by provincial or federal law.
 - Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
 - Obscene or otherwise inappropriate for the Library environment.
 - In violation of another's intellectual property rights; for example the printers may not be used to reproduce material that is subject to copyright, patent or trademark protection.
2. The Library reserves to right to refuse or cancel any 3D print activity that violates the conditions of use.
3. Library users must complete an orientation session, available online at www.uxlib.com or a print version available at the circulation desk(s), and successfully complete a questionnaire on the safe use of the printer and the rules related to its use.
4. 3D Printer Acceptable Use Agreement must be completed by the library user (attached) prior to any 3D printer use.
5. It is the responsibility of the user to familiarize themselves with the MAKERBOT

Township of Uxbridge Public Library
POLICY STATEMENTS AND PRACTICES

manual, the creation and configuration of files, the use of the MAKERBOT build software along with file import/export and operation of the printer. It is not the responsibility of library staff to provide guidance and assistance on the use of the printer. Users unsure of any part of the process should avail themselves of the wide range of resources on the web, in books and other printed literature along with the orientation sessions offered by the library.

6. Users must use the filament provided by the library. Third party consumables are not permitted. The library does not guarantee specific colour availability.
7. Files can only be saved on an external memory source such as a flash drive. The library user must provide their own external memory source.
8. Library users must check in with a staff member to review the MAKERBOT projected weight and print time along in order to receive authorization to start the print.
9. Printing costs are \$0.30 per gram of filament. Payment is based on the printers projected weight and is required in full prior to printing. Payment can be made in cash or debit card. Refunds are not permitted.
10. Children under the age of 12 years must be accompanied and supervised by an adult authorized to use the printer.
11. Requests for printing sessions will be managed through the library's ILS, Insignia. Library users will log in using their library card # and password to the online library catalog and booking the printer through the "Room Bookings" function. The user must ensure that the printing will complete within the time booked. Patron without an computer and/or internet connection can use the public access computers at the library.
12. Printing will only be allowed during open hours.
13. Library users will be limited to a maximum of 2 hours per week.
14. Sessions cannot be booked more than 14 days in advance.

Township of Uxbridge Public Library
POLICY STATEMENTS AND PRACTICES

POLICY NO.: A18- 3D Printing Policy

Page 3

15. Printing costs are \$0.30 per gram of filament. Payment is based on the printers projected weight and is required in full prior to printing. Payment can be made in cash or debit card. Refunds are not permitted.
16. Users must not, under any circumstances, modify the embedded printer settings, change the filament or seek to fix any perceived issues. In such circumstances staff must be informed.
17. The Library is not responsible for the functionality or quality of content produced on the 3D printer.
18. The Library is not responsible for any electronic files or physical property left behind at the Library.

Uxbridge Public Library
3D PRINTER ACCEPTABLE USE AGREEMENT

Use of 3D printer requires that you accept the terms of the Library's 3D Printing Policy

I, _____ (print name) am fully aware of the policies that are in place governing the use of the 3D Printer at the Uxbridge Public Library.

I agree to follow, or ensure my child follows, the Uxbridge Public Library's rules and regulations regarding the use of the Printer, as outlined in the 3D Printing Policy.

I understand that there must be no infringement of any person's intellectual property rights, such as copyright, when using the 3D Printer to create a work.

Name (Print)

Signature (Parent/Guardian Signature if under age 16)

Date

Email Address/Telephone # (Parent/Guardian if under age 16)

In checking this box, I am giving permission to the Uxbridge Public Library to feature my 3D Print creation on their social media platforms (Facebook/Twitter/Pinterest).

Township of Uxbridge Public Library Board Committees (Draft)

Finance Committee:	Governance and HR Committee:	Community Committee:
Main priorities: 1. Review quarterly financial statements. 2. Review Operating Budget and Capital Budget as it relates to the Strategic Plan. 3. Review Audited Financial Statements	Main priorities: 1. Review Policies to ensure conformity with Provincial statutes and Municipal By-laws 2. Recommend amendments to policies 3. Review Audited Financial Statements	Main priorities: 1. Review and recommend initiatives within the Uxbridge & Zephyr Public Library Strategic Plan 2. Recommend long term plans and goals 3. Recommend Community initiatives and Special events.
Dates: TBD by Chair	Dates: TBD by Chair	Dates: TBD by Chair
(4) members	(4) members	(5) members
David Phillips (Chair)	Agnes Croxford	Dwight Clements
Amanda Ferraro	Amanda Ferraro	Gord Shreeve
Dave Barton	Lynn Klages	Gary Ruona
Donna Condon (Treasurer)	Willie Popp	Martin Koolhaas
		Corrinne Morrison (staff)

CEO Evaluation Committee:

Main priorities: Be responsible for ensuring an annual review is conducted as per the UPLB Policy 2000.

(3) David Phillips, Agnes Croxford, and _____

VISION

We envision our library as a community hub that brings together people, information, and ideas.

MISSION

We are a modern library that provides universal access in a welcoming and supportive environment.

We foster literacy, lifelong learning and intellectual freedom.

We honour our past, value our present and embrace our future.

VALUES

We value intellectual freedom and protection of privacy.

We value our role as a community hub.

We value literacy and lifelong learning.

We value inclusive access to information and ideas.

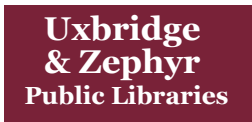
We value courteous and helpful service.

We value our heritage as a foundation for our future.

We value partnerships that encourage the pursuit of educational, cultural and recreational interests.

We value the changing needs of our community.

We value fiscal responsibility and organizational excellence.



GOALS

1 OPTIMIZE FACILITIES

- Assess Viability of an Atrium
- Enhance Facility at Uxbridge
- Enhance Facility at Zephyr

2 STEWARD THE FINANCIAL AFFAIRS

- Maintain Financial Integrity
- Boost Facility Income
- Pursue Fundraising Opportunities

3 EXPAND COMMUNITY HUB

- Continue to Foster Partnerships
- Increase Library Usage
- Boost Communications and Marketing

4 DEVELOP AND PROMOTE WITH TECHNOLOGY

- Redesign Website
- Promote Online Services and Resources
- Promote Digital Literacy

Details

Uxbridge & Zephyr Public Libraries Strategic Plan | 2015-2018

GOALS	1 OPTIMIZE FACILITIES	2 STEWARD THE FINANCIAL AFFAIRS	3 EXPAND COMMUNITY HUB	4 DEVELOP AND PROMOTE WITH TECHNOLOGY
DEFINITION	<i>Space, place, services</i>	<i>Responsibility and stability</i>	<i>Centre of the community</i>	<i>All things digital</i>
PRIORITY A	1.A Assess Viability of an Atrium	2.A Maintain Financial Integrity	3.A Continue to Foster Partnerships e.g. Seneca College	4.A Redesign Website
ACTION ITEMS	i. Establish committee ii. Committee to draft project plan	i. Establish Financial Controls ii. Take Action	i. Continue to grow partnerships to enhance delivery of programs and services ii. Offer creative and innovative programs	i. Redesign website - next generation service experience ii. Craft and draw attention to the Virtual Library
PRIORITY B	1.B Enhance Facility at Uxbridge	2.B Boost Facility Income	3.B Increase Library Usage	4.B Promote Online Services and Resources
ACTION ITEMS	i. Determine and prioritize needs ii. Take action	i. Compare rental space rates within Uxbridge Advertise rental space ii. Compare Fee Structure to other Durham Region Libraries	i. Continue to grow partnerships within the Township ii. Explore ways to better serve homebound and visually impaired	i. Create promotion plan ii. Take action
PRIORITY C	1.C Enhance Facility at Zephyr	2.C Pursue Fundraising Opportunities	3.C Boost Communications and Marketing	4.C Promote Digital Literacy e.g. Training
ACTION ITEMS	i. Determine and prioritize needs ii. Take action	i. Establish Committee ii. Take action	i. Create a Plan through the Community Outreach Committee ii. Take action	i. Attend Workshops taught by Youth Intern/SOLS ii. Training for staff

Footnote: The goals are not in a priority order.

**Ministry of Tourism,
Culture and Sport**

Minister

6th Floor
438 University Avenue
Toronto, ON M5G 2K8
Tel: 416 326-9326

**Ministère du Tourisme,
de la Culture et du Sport**

Ministre

6^e étage
438, avenue University
Toronto (Ontario) M5G 2K8
Tél : 416 326-9326



Dear Library Management:

Re: Budget changes to SOLS and OLS-N

I am writing to clarify recent changes to library funding.

Our government is committed to protecting what matters most. As a result, the Ministry of Tourism, Culture and Sport is maintaining base funding for libraries at \$25M for 2019/2020.

At the same time, library service boards have been advised of a reduction to their 2019/2020 budget to the Southern Ontario Library Service (SOLS) and the Ontario Library Services North (OLS-N). As you know, these funding recipients have a responsibility to increase coordination and cooperation among public library boards, to deliver services and programs including training and development, and provide support for First Nations libraries.

The library services made a decision to discontinue the inter-library loan service following the updated budget allocation to SOLS and OLS-N.

We were disappointed by that decision, and Ontarians have spoken: they are disappointed with the decision by SOLS and OLS-N. The current inter-library service program is very inefficient – it is administered by 12 vans physically criss-crossing the province at a cost of \$1.3M per year. The goal of the service can be preserved by using mail, at less than 25% of the existing cost.

In an age where consumers routinely receive products by post and courier, this would be a common-sense step to modernizing service delivery while reducing program cost. Adopting a mail-and-courier approach to inter-library loans is a decision for the library service boards to make, and we hope they will make it.

I want to assure you our government firmly believes in the work that you do. From the very beginning of this process, we have offered to work with SOLS and OLS-N to ensure core programs and services are maintained. That's what it means to modernize government, respect the taxpayer, and protect what matters most to Ontario families.

.../2

I invite you to submit your ideas to my team at any time about how we can make Ontario's library system a leader in accessibility, innovation, and responsible management.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Tibollo". The signature is fluid and cursive, with the first name being more prominent.

Michael Tibollo
Minister of Tourism, Culture and Sport