



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, September 19, 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.

3. Approval of Agenda

4. Approval of Consent Agenda

5 Committees:

5.1 Finance –

5.1.1 June accounts

5.1.2 July accounts

5.1.3 Second quarter financial summary

5.2 Governance and HR Committee

- New committees (see chart)
- Budget planning
 - Treasury is asking every department to start thinking about changes. Can we do things differently, what is the impact to residents in terms of service and cost savings. Is there a long term impact?
 - Requested by Treasury: a list of at least 8 items/tasks/processes/services that could be changed.
 - Staff have been engaged in this process

5.3 Community Committee (D. Clements)

- Update on Fundraising - Corrinne
- Sculpture unveil September 26th at 7 pm.
- Strategic Plan Survey (Amanda)

5. New Business

- Ontario Public Library week is October 20 – 26
 - i. Staff working on planning activities throughout the week
- Open House scheduled for Friday October 25
 - i. MPP and Council invited.
 - ii. Focus on Technology: 3-D printer and Robots.



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6. Ongoing Business / Action items

6.2 Facility update (Amanda)

- Heat and Cooling
- Lighting retro fit
- Building audit
- Children's garden
- Facility clean up
- Zephyr Library

7. Correspondence

8. Round Table

9. Council Connects

10. Future Meetings: Thursdays at 7:00 pm

- New date needed for October's meeting.
 - Note: conflicts on October 17 & 24th due to literary festival.
- Nov. 21, Dec. 19.

11. Date of Next Board Meeting: October date TBC

12. Adjournment



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Consent Agenda

- 1. June 20th Minutes**
- 2. September Newsletter**
- 3. Zephyr Library report**
- 4. Federation of Ontario Public Libraries correspondence**



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, June 20, 2019 @ 7:00 pm

Location: Uxbridge Public Library, Tower Meeting Room

Present: Gord Shreeve, Dwight Clements, Agnes Croxford, Lynn Klages, Corrinne Morrison, Amanda Ferraro, Martin Koolhaas Gary Ruona, Willie Popp, Dave Barton

Regrets: Dave Phillips,

Guests:

1. **Call to Order @ 7:00 pm** D. Clements (Acting Chair)
2. **Disclosure of Pecuniary interest and the General Nature thereof.**
 - No disclosures
3. **Approval of Agenda**
 - Moved by Willie, seconded by Gary; carried
4. **Approval of May Minutes**
 - Moved by Willie seconded by Agnes; carried

5 **Committees:**

5.1 **Finance –**

- 5.1.1 2018 Audited Financial Statements (Donna)
No issues with our report
 - Moved by Dave B., seconded by Lynn; carried
- 5.1.2 May accounts
 - Moved by Dave B., seconded by Willie; carried
- 5.1.3 Inter-Library loans
Corrinne discussed the Canada Post Library rate and the staff and budget implication. Slight modifications will be done to ensure we stay within budget.
Patron memo is posted

5.2 **Governance and HR Committee**

- **Policy Updates**
 - Workplace Health and Safety policy updated
 - Now on staff shared drive
 - All staff notified
 - Purchasing policy
 - being updated by the Township

5.3 **Community Committee** (D. Clements)

- Update on Fundraising plan for memorial statue.
 - Waiting on final numbers from 100 men who care.
 - \$2,100 raised so far.



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- Discussion on the memorial plaque and its wording

Turning the page...

An expression of progress and a reflection of the importance of books and reading in society.

This sculpture was commissioned to reinforce the role of libraries in our communities and in remembrance of Alexandra Hartmann, Uxbridge Public Library CEO from 2003 to 2018.

Made possible through the support from 100 Men Who Care and friends of Alexandra.

Wynn Walters, sculptor, July 2019

- Moved by Dave B., seconded by Lynn;
 - That the wording be approved
 - AND THAT staff work out the final details;
 - carried
- Strategic Plan Survey update was presented by Amanda. Action plan includes getting staff input and then posting results to Board members for discussion.

6. New Business

- “100 women who care” donated \$9770 to Robots for Seniors
- Lions donated \$500 for visually impaired books
- 3D Printer grand launch June 27th at 11 am. Donated by Intel. Canada
- The summer program coordinator (student position) is having great success at the schools. Many kids are very interested in the camps and the 3D printer tech support prize.
- Dave inquired about the internet hub program that was proposed the previous year.
 - Action items:
 - Corrinne / Lynn to investigate Pickering's program and policies.
 - Staff to write a report for September

7. Ongoing Business / Action items

7.1 New committees (see chart)

- Deferred to Septembers meeting with Strategic plan

7.2 Facility update (Amanda)

- Heat Air is continuing to service our equipment - moving ahead slowly
- Housekeeping – 10 boxes to shred and 20 boxes to go in storage
- Lighting grant still pending
- Tacoma's first visit next week (June 27th)
- Painting railing completed



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8. Correspondence received

- a. Township of McKellar re Ontario Library Services Funding
- b. FOPL NEWS - Interlibrary Loan Services in Ontario
- c. Thank you letter North House

9. Round Table

- a. Board members liked the blinds
- b. Agnes gave a short update on the Children's garden design. Design ready for August but Agnes is trying to get budget numbers ASAP.
- c. Tree in Children's garden coming down July 5th.

10. Council Connects

- a. Suggestion from Willie and Dave B. to do a deputation to Council in September or October. Re: 3D printer, inter Library loans and any other program highlights.

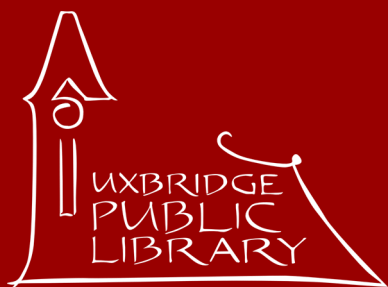
11. Future Meetings: Thursdays at 7:00 pm

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

12. Date of Next Board Meeting: Sept. 19

13. Adjournment

8:20 pm Moved by Gord, seconded by Lynn; carried



Newsletter

9 Toronto Street S.

www.uxlib.com 905-852-9747

Volume 23 Number 9

September 2019

Meet Libby.



Have you met
Libby yet?
Ask a librarian to
show you how!

**September 9th is
program registration!**

Online
www.uxlib.com
Log-in and go to
calendars

In-person

Both online and in-person registration starts at 10:00am



thank you 😊

For your patience and
understanding during the recent
library closures....
Look for our little library in a
movie theatre near you!

**Get ready for
Canadian Library
Month in October!**

Make sure to check out all the
activities the library will be
offering during the month of
October!



PLEASE JOIN US FOR THE UNVEILING OF
OUR NEW SCULPTURE IN HONOUR OF
ALEXANDRA HARTMANN AND TO
CELEBRATE THE IMPORTANCE OF
BOOKS AND LIBRARIES.

THURSDAY, SEPTEMBER 26 AT 7:00 PM

LIGHT REFRESHMENTS WILL BE SERVED
AFTER THE SPEECHES AND THE UNVEILING.
DONATIONS WILL BE GRATEFULLY RECEIVED.



*Turning the page– in clay, to be cast in
bronze. Hand is approx. life size*

Connect with us on:



Programs



Uxbridge Trailblazers!

Fall is a great time to take a walk on one of our many trails! Come into the Library, pick up a child-friendly map of our Township Trails and make a healthy snack to fuel your adventure.

**Drop-in program between
11:00 am-3:00 pm
Saturday, October 19th**




Bonding With Baby Bundles

For babies 0-12 months (with a caregiver)

This will be a time for babies and parents to spend time together. Come and meet other parents, learn something new and enjoy some special one-on-one time with your baby.

Tuesdays in October
8, 15, 22, 29
10:30 am– 11:15 am

This program is **FREE!**
Registration will begin online OR in person on **Monday, September 9th.**




TOTally Kids

For children ages 18 months to 2 1/2 years
This interactive program includes stories, songs and sensory play!

Tuesdays in November
5, 12, 19 and 26
10:30am - 11:15am

This program is **FREE!**
Registration will begin online OR in person on **Monday, September 9th.**




WIGGLES AND Giggles

"You're never too old, too wacky, too wild, to pick up a book and read to a child"
-Dr. Seuss

Family Story Time for ages 2 1/2 and up (with an adult)
This fabulous, fun-filled program will include stories, songs, rhymes, and it always end with a craft!

Stories and crafts are geared for **ages 2 1/2 and up!**

October 10:30-11:15
Mondays
(7, 21 & 28)

OR

November 10:30-11:15
Mondays
(4, 11 & 18)

This program is **FREE!**
Registration will begin online OR in person on **Monday, September 9th!**





TICKLES AND TUNES

Join the musical fun!
For children 6 - 36+ months (with an adult)
The cost is **\$50/child** for this **8-week program**

Songs, fingerplays, tickles and tunes, to delight and entertain even the smallest child!

Thursdays, beginning October 3
October 3, 10, 17, 24, 31, November 7, 14, 21
10:15 - 10:45am for ages 6 - 18 months
11:00 - 11:30am for ages 19 - 36+ months

Registration begins online OR in person on **Monday, September 9th!**




Reading Buddies

A great reading program that fosters literacy through one-on-one reading, literacy based activities, and fun!

Wednesdays: Oct. 9th—Nov. 27 (3:45-4:45pm)
Thursdays: Oct. 10—Nov. 28th (3:45-4:45pm)

*Little Buddies are SK-Gr.4 English or French (upon availability) \$15/8 weeks
For more information please pop in or call the **Children's Department in the Uxbridge Public Library

Registration for the FALL session begins **Monday, September 9th.**
Please stop by the Children's Department to pick up a registration form.



**Big Buddies
Wanted!
Gr.6-Adult!**

Philip was a 14-year-old schoolboy when Neville Chamberlain, the Prime Minister of Great Britain, declared war on Nazi Germany. The date was September 3rd, 1939 which was essentially the beginning of World War 2, the greatest military conflict in history. He became a fire warden at the age of 15 and endured the constant bombing of London - the Blitzkrieg - through 1940/41. In the skies above his family home in the East End he witnessed the 'Battle of Britain' between the RAF and Luftwaffe.

Please join Philip Joseph Tuesday, October 22nd at 7:00 pm as he shares his experiences from his time in World War 2 from his memoir.

Saturday, October 19th
from 9:00 am to 1:00 pm

Call June Archibald @ 473-5713 to arrange drop off of books, audios books, and movies or to get volunteer hours.



Join Bruce Brandon and other poetry fans at the Uxbridge Public Library for a free workshop for those who enjoy listening to poetry aloud. Come and celebrate poems as they were meant to be heard, and explore techniques that make poetry easier to remember!

Please bring a light lunch and a favourite poem to turn the meeting room into a poetry café!

Donations to the library will be accepted



Monday, September 16th and 30th

2:30pm – 4:30pm

Thursday, September 5th and 19th

6:00pm – 8:00pm



Just come along and be amazed.

No appointment needed.

For more details visit our 3D printer page at uxlib.com/modules/programs/



PA days at the library are for elementary students with a caregiver.

All of the activities being offered are FREE! Make sure to drop-in any time between 11:00 am and 3:00 pm to take part in our fun activities!

October 11th: Robot Rumble

November 15th: Makey Makey Music Studio

February 11th:The STEAM Lab



Please join us for this
drop-in style book club

Meetings will be held at 7:00 pm in the
Meeting Room at the
Uxbridge Public Library
9 Toronto Street South, Uxbridge
Questions? Please call (905) 852-9747



**AMNESTY
INTERNATIONAL
BOOK CLUB**



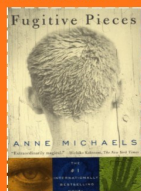
October 3



*What We All
Long For* by
Dionna Brand

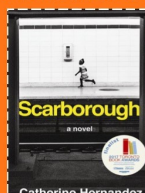
Fall 2019

November 7



Fugitive Pieces by
Anne Michaels

December 5



Scarborough
by Catherine
Hernandez



AWARENESS + ACTION = A DIFFERENT KIND OF BOOK CLUB

Conquer your iPad! **TECH HELP**
Master your tablet!
Ask your tech questions!

Drop in @ the Library's
Compton Family Resource Room

**Tuesdays from
1:00 - 3:00 PM**



www.uxlib.com



Library Hours



UXBRIDGE BRANCH

9 Toronto St. S.
Uxbridge, Ontario L9P 1P7

905-852-9747

Monday, Wednesday,
Friday, Saturday

10 am - 5 pm

Tuesday, Thursday

10 am - 9 pm

Sunday 1 pm - 5 pm

from November through April

ZEPHYR BRANCH

13000 Durham Road 39
Zephyr, Ontario L0E 1T0

905-473-2375

Tuesday, Thursday

3 pm - 8 pm

Saturday

10 am - 3 pm

Birthday Parties at the Library

You can host your next
birthday party at the
Uxbridge Public Library in
our meeting room!

\$30.00 per hour.

Please contact:

corrinne.morrison@uxlib.com

or

peggy.kennedy@uxlib.com

For more information.



“Like” the
Uxbridge
Public Library



and the Zephyr Public
Library pages on
Facebook and “Follow”
us on Instagram

Look for posts on upcoming
events and information about
events and program
registrations.



Reduce, Reuse, Recycle

GARBAGE BAG TAG

Did you know we sell garbage
tags? Residents
setting out more than four bags of
garbage on collection day are
required to buy tags for
each bag over the limit.

The Uxbridge Public
Library sells sheets of 10
garbage bags for \$25, or \$2.50 per
tag. Tags can be purchased at the
Adult Circulation Desk.



Want to know what is happening at the Library? Sign up at www.uxlib.com to receive our newsletter, and you'll be the first to receive information about our programs and special events, directly to your inbox. If you require the newsletter in a different format please notify us by phone at 905-852-9747 or email to uxbridgelibrary@uxlib.com

Zephyr Library Report

January to September 2019

Submitted by Peggy Kennedy

It has been a good year at Zephyr Library with consistent visits from cheerful patrons. We did not have to close due to weather last winter at all. Displays such as Canada Reads and award winners always get attention. I continue to order with local patrons favorite authors at the top of my lists. Our shelves are full so I have to be very selective and place a big order three times a year with McNaughton Books, our rental company.

The adult book club members were very disappointed in SOLS cut backs and the effect this has had on book clubs. We finished out the spring using book club sets from Uxbridge Library. This fall they have two different books they have to find or borrow on their own. In the case of this club with 10 members it means two books in our system for them to share for a month, which is hard when other patrons outside the group want the same book. A few have memberships at Mount Albert and can maybe borrow from there. This group is all seniors and they do not want to or have extra funds to buy books. Many of them do not care for eBooks.

In the summer, with TD summer reading club, attendance always increases substantially and kept staff busy with lending, returning, and recording, giving out stickers and tokens, crafts and other gimmicks for kid. This year we gave out tokens for reading books and they spent their tokens at our store in August. The store is always a big hit. Thanks to the Friends of the Library in Zephyr for a donation of \$100 towards program supplies and prizes. We had 13 families sign up. Total of 24 children with 19 children participating each week on a drop in basis. We had a total of 119 visits from children plus their parents during the 8 weeks. A survey resulted in very positive remarks and feedback. We had two paint days which Ethan Goldsmith, Summer Program Director, came and lead. We had a total of 9 children over the two days. We can only accommodate 6 at a time which is the size the table allows. We had a draw over the summer, where children put in a free ticket each time they come to the library. Jordy Veens, Senior Kindergarten, won the boys basket and Eva Stocking, grade 5, won the girls basket. These are baskets full of school snacks, supplies and books, which can all be shared with family members.

Our dehumidifier stopped running this past spring and Ed installed a new one with a pump which pumps water outside the building. It is wonderful and keeps the wrinkles out of the carpets for the most part, and is a better environment for the books. It also reduced the work for the air condition unit. The library grounds look great. This summer the large spruce tree was taken down because it was dead all the way up on the side facing into the library. Without the tree, the flower beds have flourished and we have more light inside the building. They also trimmed the maple trees at the front of the property. A new sink and toilet were installed in August. The ones taken out were installed in 1968. The painter has given us a quote to paint the door and window trim. Hopefully he comes this fall.

I attended the Ontario Library Conference for one day in January and came home with lots of ideas and free books. In March, I attend the Library Services Children's publisher meeting in Vaughan with Cathy Reesor. We both came home with lots of ideas for new books, new books and supplies and give a ways for children's programs. I also attended the DEFIB training in Uxbridge in June and will do the first aid course again in 2020.

June Archibald continues to be a tireless worker for the Friends of the Zephyr Library. Donations this year to the library were: \$210 from the spring book sale. There will be another book sale on Saturday Oct 19 2019, 9 am to 1 pm. at the Zephyr Hall.

ONE VOICE FOR ONTARIO PUBLIC LIBRARIES

Sept. 3, 2019

Uxbridge Twp
P.O. Box 279
Uxbridge, ON
L9P1P7

Dear Potential FOPL Member:

This letter is to ask for your support and membership as an investment in the collective success of public libraries in Ontario. We need you as members and participants in FOPL!

NOW, more than ever before, is the time to support collaborative efforts in the Ontario public library community. **Why?** As a former OLA president once said, "If you're not at the table, then you're the dessert." This provincial government's agenda makes it even more critical that we educate, advocate and influence for our sector. ***This encompasses many threats to library funding and operational success - funding for our agencies SOLS and OLS-North, the impacts of municipal downloading by the provincial government, influencing the new Bill 108 regulations for development charge / community benefit charge regime as they affect public libraries, restoring full ILL funding, addressing the issues of broadband, digital infrastructure, digital content, the 2020 provincial budget, and more in the context of our province's vital public libraries and our communities and users.*** We all derive great benefit from this funding both individually and collectively and so do our communities!

I have served Ontario's public libraries as the Executive Director of FOPL for over 6 years supporting our board's leadership on issues important to you. In Fall 2019 we updated our strategic plan. For the past six years we *have* been at the table! Your fees fund our work with a professional lobbying firm and we now have many government relations professionals working on our file at Queen's Park. We have attended the AMO conference and AMCTO, ROMA, NOMA, and OSUM to communicate our value message to municipalities. **The 2020 provincial Budget is – again - critical to our sector.**

We invest our members' fees in building support for strong influencing activities for our sector's impact – especially on education, economic development and employment. We also focus on how efficient and effective our sector is despite 22 years of funding freezes. We have our library impact measurements in order; we have a large collection of modern public library impact studies; we have supported several qualitative studies through the Ontario Library

Capacity Fund; we have a public library attitudes and opinion poll; we have a powerful OpenMediaDesk social media marketing campaign, ongoing impact measurement strategies, and a successful tagline ("A Visit Will Get You Thinking"); we've built strong collaborative relationships between FOPL and OLA, SOLS, OLS-North, and CULC; we've submitted a number of briefs to Cabinet and the Premier on the Ontario Budget, Culture Strategy, Community Hubs, Municipal Review, and more; FOPL has invested in Library Board training and advocacy training; so, **we're more ready than we have ever been! None of this would happen without the support of our members!**

We will strive to speak with *one voice* and with power. Public Libraries are too important to our communities to do otherwise. ***We need you as members. We need your support.*** We need your trust and confidence that we can make a difference to enhance the success of our institutions and the province's residents and communities that we care so deeply about.

Please join as a collaborative investment in research and lobbying for our public library sector's interests and those of your board and public library communities in Ontario. We know that we're delivering value for money and making a difference. We need your voice on side! We know that the more libraries we represent, the stronger our important voice will be with the key audiences who influence our success, funding, and role in society.

This government presents its own challenges. Be part of the solution and education that brings government support. (As part of your FOPL membership all of your staff are members of CFLA too.)

It's easy to join – just send me an e-mail or contact me (admin@fopl.ca). If I can be helpful in any way, please don't hesitate to call.

Sincerely,

Stephen

Stephen Abram, MLS
Executive Director, Federation of Ontario Public Libraries
sabram@fopl.ca
stephen.abram@gmail.com
Cel: 416-669-4855
FOPL: 416-395-0746

The Federation of Ontario Public Libraries is a non-profit with a mandate to benefit Ontario public libraries through advocacy, research, and marketing.

La Fédération des bibliothèques publiques de l'Ontario est un organisme à but non-lucratif. Elle a comme mandat, de répondre aux besoins de toutes les bibliothèques, en concentrant leurs efforts dans la recherche, en marketing et en agissant comme plaidoyer.

Date	Vendor Name	Invoice Number	Invoice Date	Invoice Description	Amount \$
6/5/2019	ROCKY RIDGE DRINKING WATER LIMITED	327999	5/24/2019	WATER	\$59.50
6/5/2019	TORONTO STAR	10178656/MAY 2019	5/24/2019	SUBSCRIPTION RENEWAL	\$401.31
6/5/2019	BLUE HERON BOOKS	305920	5/24/2019	BOOKS	\$38.34
6/5/2019	DESJARDINS CARD SERVICES	541728-9811A	5/24/2019	OFFICE SUPPLIES	\$107.56
6/5/2019	DESJARDINS CARD SERVICES	541723-0881V	5/24/2019	SUPPLIES	\$143.36
6/5/2019	DESJARDINS CARD SERVICES	541723-0881A	5/24/2019	OFFICE SUPPLIES	\$211.68
6/5/2019	DESJARDINS CARD SERVICES	APRIL 1/2019	5/24/2019	SUPPLIES	\$14.68
6/5/2019	DESJARDINS CARD SERVICES	541703-1338V.	5/24/2019	SUPPLIES	\$16.94
6/13/2019	PUROLATOR COURIER LTD.	441464240	6/3/2019	COURIER SERVICE	\$4.53
6/13/2019	PATTI-LYNN INTERIORS	1000038718	6/7/2019	WINDOW COVERINGS	\$5,758.51
6/13/2019	FOCUS IT SOLUTIONS	2019-21	6/7/2019	NEW HORIZONS PROJECT	\$572.00
6/13/2019	MAUREEN O'SHEA BROWN	MAY 24/19	6/3/2019	EXPENSES-APRIL/MAY	\$60.12
6/13/2019	STEVE KING PROPERTY SERVICES	2015028-LIBRARY	5/31/2019	GRASS CUTTING-MAY 27-LIB	\$22.60
6/13/2019	CWB NATIONAL LEASING	18210490	6/6/2019	MONTHLY LEASE-#2680458	\$136.73
6/13/2019	CIBC VISA	APR 25-MAY 24/19-LIB	6/11/2019	APR 25 TO MAY 24/19-EXPENSES	\$1,252.93
6/13/2019	BRODART CANADA COMPANY	034868	6/7/2019	SUPPLIES	\$33.37
6/13/2019	BLUE HERON BOOKS	306310	6/7/2019	BOOKS	\$54.14
6/13/2019	MARTY S WINDOW CLEANING	21	6/3/2019	WINDOW CLEANING-BOTTOM EXT.	\$113.00
6/13/2019	LIBRARY SERVICES CENTRE	568439	6/3/2019	BOOKS	\$587.16
6/13/2019	DE LAGE LANDEN	7153759	6/3/2019	COPIER-5/15/19-6/14/19	\$173.44
6/13/2019	DE LAGE LANDEN	7164757	6/3/2019	COPIER-6/15/19-7/14/19	\$173.44
6/13/2019	RONA INC.	33220-11788261	6/7/2019	SUPPLIES	\$18.04
6/13/2019	MINISTER OF FINANCE*****	EHT-MAY/19-LIB	6/12/2019	EHT-MAY 2019-LIBRARY	\$877.48
6/13/2019	GDL SOLUTIONS INC.	16-797	6/7/2019	SERVICES-JUNE	\$2,203.50

6/13/2019 LAWNSCAPE	34998-LIBRARY	5/31/2019 GRASS CUTTING-MAY 20-LIBRARY	\$28.25
6/19/2019 JIM NELSON	534687	6/17/2019 CARETAKING-JUNE	\$1,898.40
6/24/2019 LIBRARY SERVICES CENTRE	569733	6/12/2019 BOOKS	\$12.38
6/24/2019 LIBRARY SERVICES CENTRE	569733	6/12/2019 BOOKS	\$13.01
6/24/2019 LIBRARY SERVICES CENTRE	569733	6/12/2019 BOOKS	\$28.55
6/27/2019 ENBRIDGE	113542251003/JUN2019	6/25/2019 ACTUAL-MAY 17 TO JUNE 17	\$92.27
6/27/2019 ELEXICON ENERGY	51001548-02/JUN2019	6/26/2019 HYDRO-MAY 8 TO JUNE 8	\$1,730.42
6/27/2019 CARFAX CANADA ULC	44302-RENEWAL/19	6/24/2019 SUBSCRIPTION RENEWAL	\$129.95
6/27/2019 BELL CANADA	9054732375/JUNE2019	6/13/2019 TELEPHONE-JUNE	\$112.16
6/27/2019 BELL CANADA	9058529747/JUNE2019	6/13/2019 TELEPHONE-JUNE	\$338.63
6/27/2019 DOMINION STAMPS & ENGRAVING	1607942	6/17/2019 WOOD NAME TAGS	\$37.86
6/27/2019 XEROX CANADA LTD.	85141300	6/24/2019 COPIES	\$45.38
6/27/2019 STEVE KING PROPERTY SERVICES	2015035-LIBRARY	6/12/2019 GRASS CUTTING-JUNE 2-LIB	\$22.60
6/27/2019 STEVE KING PROPERTY SERVICES	2015036-LIB	6/20/2019 GRASS CUTTING-JUNE 10-LIB	\$22.60
6/27/2019 BRODART CANADA COMPANY	035422	6/17/2019 SUPPLIES	\$113.06
6/27/2019 BRODART CANADA COMPANY	035721	6/17/2019 SUPPLIES	\$223.73
6/27/2019 BLUE HERON BOOKS	306578	6/17/2019 BOOKS	\$57.07
6/27/2019 BLUE HERON BOOKS	306798	6/24/2019 BOOKS	\$15.11
6/27/2019 LIBRARY SERVICES CENTRE	569733	6/12/2019 BOOKS	\$351.74
6/27/2019 LIBRARY SERVICES CENTRE	569310	6/17/2019 BOOKS	\$546.60
6/27/2019 HYDRO ONE NETWORKS INC.	200072033278/JUN2019	6/17/2019 HYDRO-MAY 4 TO JUNE 5	\$179.15
6/27/2019 COMPTON COMMUNICATIONS	014302/JUNE2019	6/24/2019 INTERNET-JULY	\$271.18
6/27/2019 DESJARDINS CARD SERVICES	5417374815-0-2	6/12/2019 OFFICE SUPPLIES	\$33.65
6/27/2019 DESJARDINS CARD SERVICES	5417374815-0-1	6/12/2019 OFFICE SUPPLIES	\$31.63
6/27/2019 DESJARDINS CARD SERVICES	24159	6/12/2019 OFFICE SUPPLIES	\$106.21

6/27/2019 CDW CANADA INC.	SMC0998	6/12/2019 COMPUTERS	\$3,240.18
6/27/2019 TAKE ROOT CREATIVE	3277	6/17/2019 BUSINESS CARDS-A.FERRARO	\$67.80
6/27/2019 TODD BOWEN ENTERPRISES INC.	6111910	6/12/2019 EMERGENCY LIGHTING	\$1,325.04
6/27/2019 LESLIE NAGLE	JUNE 14/19	6/17/2019 POSTAGE	\$37.15
6/27/2019 LESLIE NAGLE	MILEAGE-JUNE 7/19	6/17/2019 MILEAGE-JUNE 7	\$50.46
6/27/2019 LAWNSCAPE	35262-LIB	6/11/2019 GRASS CUTTING-JUNE 3-LIB	\$28.25
6/27/2019 LAWNSCAPE	35003-LIB	6/11/2019 GRASS CUTTING-MAY 27-LIB	\$28.25
6/27/2019 LAWNSCAPE	35270-LIB	6/20/2019 GRASS CUTTING-JUNE 10-LIB	\$28.25
			<u>\$24,281.33</u>

Date	Vendor Name	Invoice Number	Invoice Date	Invoice Description	Amount \$
7/4/2019	LIBRARY SERVICES CENTRE	570166	6/26/2019	BOOKS	\$1,257.63
7/4/2019	DURHAM REGION -UTILITY FINANCE	04800070015/JUN2019	7/2/2019	WATER AND SEWER-MAY2-JUL 2	\$362.71
7/4/2019	MINISTER OF FINANCE*****	EHT-JUNE/2019-LIB	7/4/2019	EHT-JUNE-LIBRARY	\$598.49
7/16/2019	ROCKY RIDGE DRINKING WATER LIMITED	329782	7/4/2019	WATER MAINTENANCE	\$42.50
7/16/2019	FOCUS IT SOLUTIONS	2019-25	7/4/2019	NEW HORIZONS PROJECT	\$616.00
7/16/2019	STEVE KING PROPERTY SERVICES	2015039-LIB	7/3/2019	GRASS CUTTING-JUNE 24/19-LIB	\$22.60
7/16/2019	STEVE KING PROPERTY SERVICES	2015038-LIB	7/3/2019	GRASS CUTTING-JUNE 17-LIB	\$22.60
7/16/2019	CIBC VISA	MAY 25-JUNE 24/19	7/15/2019	EXPENSES-MAY 25 TO JUNE 24	\$1,822.13
7/16/2019	WORKPLACE SAFETY & INSURANCE	WSIB-JUNE/LIBRARY	7/15/2019	WSIB-JUNE-2019/LIBRARY	\$354.85
7/16/2019	DE LAGE LANDEN	7194244	7/4/2019	EQUIPMENT	\$173.44
7/16/2019	D & L FIRE PROTECTION LIMITED	50610	7/4/2019	ANNUAL INSPECTION	\$357.42
7/16/2019	CORPORATE EXPRESS CANADA INC.	C279496-00611244MAYL	7/3/2019	OFFICE SUPPLIES-LIB	\$165.14
7/16/2019	CORRINNE MORRISON	JUNE 21	7/4/2019	MILEAGE	\$64.96
7/16/2019	CATHY REESOR	JUNE 26/19	7/4/2019	EXPENSES - MAY/JUNE	\$45.44
7/16/2019	CATHY REESOR	JUNE 26	7/4/2019	MILEAGE	\$46.40
7/16/2019	LAWNSCAPE	35274-LIB	7/3/2019	GRASS CUTTING-JUNE 17	\$28.25
7/18/2019	CWB NATIONAL LEASING	18217411	7/8/2019	MAINTENANCE	\$136.73
7/18/2019	RONA INC.	33220-11826641	7/5/2019	MAINTENANCE	\$20.51
7/18/2019	RONA INC.	33220-11820571	7/5/2019	MAINTENANCE	\$66.31
7/18/2019	RONA INC.	33220-11821081	7/5/2019	MAINTENANCE	\$25.53
7/18/2019	YORKHAM PAINTING AND DECORATING	0702	7/5/2019	PAINTING	\$1,017.00
7/19/2019	UTS TREE CARE	312	7/17/2019	TREE GRINDING/CLEANUP	\$1,389.90
7/19/2019	HYDRO ONE NETWORKS INC.	200072033278/JUL2019	7/17/2019	HYDRO-JUNE 5 TO JULY 6	\$147.47
7/19/2019	CORPORATE EXPRESS CANADA INC.	C286975-00611244/LIB	7/17/2019	SUPPLIES	\$80.38

7/26/2019 BELL CANADA	9054732375/JULY2019	7/17/2019 TELEPHONE CHARGES-JULY	\$112.16
7/26/2019 BELL CANADA	9058529747/JULY2019	7/22/2019 TELEPHONE-JULY	\$338.63
7/26/2019 ENBRIDGE	113542251003/JUL2019	7/23/2019 ESTIMATE-JUNE 18 TO JULY 17	\$131.16
7/26/2019 JIM NELSON	534695	7/23/2019 CARETAKING-JULY	\$2,079.20
7/26/2019 ST. CATHERINES PUBLIC LIBRARY	IL-19-0031	7/18/2019 LIBRARY BOOKS	\$19.96
7/26/2019 XEROX CANADA LTD.	85146351	7/22/2019 COPIES-JULY	\$346.37
7/26/2019 STEVE KING PROPERTY SERVICES	2015067-LIB	7/18/2019 GRASS CUTTING-JULY 8-LILB	\$22.60
7/26/2019 STEVE KING PROPERTY SERVICES	2015066-LIB	7/18/2019 GRASS CUTTING-JULY 2-LIB	\$22.60
7/26/2019 PRESSE COMMERCE	CLIENT#722241-7/RENE	7/17/2019 MAGAZINE RENEWALS	\$448.38
7/26/2019 ENVY IRRIGATION INC.	3695-LIBRARY	7/22/2019 START UP SERVICES	\$180.80
7/26/2019 BLUE HERON BOOKS	307386	7/17/2019 BOOKS	\$23.18
7/26/2019 LIBRARY SERVICES CENTRE	570956	7/17/2019 DVD'S	\$65.31
7/26/2019 LIBRARY SERVICES CENTRE	570547	7/17/2019 DVD'S	\$87.99
7/26/2019 LIBRARY SERVICES CENTRE	571795	7/22/2019 DVD	\$25.80
7/26/2019 LAKERIDGE HEALTH	B09357-LIBRARY	7/22/2019 CARDIAC SAFE PRG-APRIL TO JUNE	\$282.50
7/26/2019 COMPTON COMMUNICATIONS	014302/JULY2019	7/22/2019 INTERNET-AUG	\$271.18
7/26/2019 PHANTOM SECURITY GROUP	P2010663	7/22/2019 SERVICE	\$124.30
7/26/2019 CDW CANADA INC.	SMX6684	7/18/2019 COMPUTER EQUIPEMENT	\$251.90
7/26/2019 HEAT-AIR MECHANICAL LTD.	27868	7/22/2019 SERVICE	\$1,302.33
7/26/2019 LAWNSCAPE	35588-LIB	7/18/2019 GRASS CUTTING-JULY 8-LIB	\$28.25
7/26/2019 LAWNSCAPE	35387-LIBRARY	7/17/2019 GRASS CUTTING-JUNE 24-LIB	\$28.25
7/26/2019 LAWNSCAPE	35477-LIB	7/18/2019 GRASS CUTTING-JULY 1-LIB	\$28.25
			<u>\$15,085.49</u>

**Township of Uxbridge
Library Summary Report
For the Six Months Ending Sunday, June 30, 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	\$14,386	\$17,232	\$38,447	\$34,464	(\$3,983)	\$68,920
<u>Programming:</u>						
Programs	1,579	2,028	4,282	4,056	(226)	8,100
Promotion	0	414	19	828	809	1,650
Total Programming	1,579	2,442	4,302	4,884	582	9,750
Administrative Costs	6,193	4,164	7,886	8,328	442	16,650
Fundraising Expenses	0	0	0	0	0	0
Repairs and Maintenance	18,597	17,175	38,750	34,350	(4,400)	68,700
Utilities	7,309	11,274	14,906	22,548	7,642	45,100
<u>Equipment & Maintenance:</u>						
Photocopying	503	1,002	989	2,004	1,015	4,000
Equipment Maintenance	1,234	876	2,111	1,752	(359)	3,500
Hardware and Software	3,213	2,352	3,643	4,704	1,061	9,400
Computer Maintenance	8,700	8,502	14,653	17,004	2,351	34,000
ISPN fees	1,009	999	2,218	1,998	(220)	4,000
Office Equipment	0	0	0	0	0	0
Total Equipment	14,661	13,731	23,615	27,462	3,847	54,900
Salaries, Wages & Benefits	140,494	152,211	245,275	304,422	59,147	608,832
Professional Development	67	1,926	1,220	3,852	2,632	7,700
Health & Safety	0	480	254	960	706	1,925
Mileage	215	300	366	600	234	1,200
Repayment to Town Reserve	0	6,261	25,046	12,522	(12,524)	25,046
Total Expenses - Per Budget	203,502	227,196	400,067	454,392	54,325	908,723
<u>Other Items:</u>						
Amortization - TCA	21,425	21,000	42,850	42,000	(850)	84,000
Amortization - Other	2,975	3,399	5,950	6,798	848	13,600
Transfer to TCA	(14,386)	0	(38,447)	0	38,447	0
Grant Expenditures (1)	0	0	0	0	0	0
	10,014	24,399	10,353	48,798	38,445	97,600
Total Expenses	213,516	251,595	410,420	503,190	92,770	1,006,323

**Township of Uxbridge
Library Summary Report
For the Six Months Ending Sunday, June 30, 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	423,978	423,978	(1)	847,955
Provincial Grant	0	6,045	0	12,090	(12,090)	24,176
Student Grant	0	0	0	0	0	0
Summer Student Grant	0	399	0	798	(798)	1,600
CAP Grant	0	0	0	0	0	0
Total Grants	211,989	218,433	423,978	436,866	12,889	873,731
<u>Donations:</u>						
Specified Donations	0	0	0	0	0	0
Material Donations	791	552	1,704	1,104	600	2,200
Program Donations	11,545	0	11,545	0	11,545	0
Adopt A Book	0	0	0	0	0	0
Adopt A Magazine	0	12	0	24	(24)	50
Total Donations	12,336	564	13,249	1,128	(12,121)	2,250
<u>Fundraising:</u>						
Volumes of Giving	0	0	0	0	0	0
Sculpture Donations	2,359	0	2,359	0	2,359	0
125th Anniversary Fundraising	0	0	0	0	0	0
General Fundraising	5	0	11	0	11	0
Total Fundraising	2,364	0	2,370	0	(2,370)	0
<u>Other Revenue:</u>						
Discard Books	347	351	670	702	(32)	1,400
Programming Revenue	5,265	3,006	9,034	6,012	3,022	12,021
Room Rentals	1,095	624	2,625	1,248	1,377	2,500
Late Fines	2,181	2,523	4,371	5,046	(675)	10,100
Genealogy Income	0	126	65	252	(187)	500
Interest Income	0	573	679	1,146	(467)	2,301
Sundry	1,414	981	2,476	1,962	514	3,920
Transfer from Reserve	0	0	0	0	0	0
Total Other Revenue	10,302	8,184	19,920	16,368	(3,552)	32,742
Total Revenues - Per Budget	236,991	227,181	459,516	454,362	(5,154)	908,723
<u>Items not Budgeted:</u>						
Internship Grant	0	0	0	0	0	0
Federal Grant	0	0	3,216	0	3,216	0
Other Grants (2)	0	0	0	0	0	0
	0	0	3,216	0	(3,216)	0
Total Revenues	236,991	227,181	462,732	454,362	(8,370)	908,723
<u>Net Expenditures - Per Budget</u>						
Net Expenditures	(23,476)	24,414	(52,313)	48,828	101,141	97,600

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 _____