



Township of Uxbridge Public Library Board Meeting Agenda

Date: Wednesday, October 16, 2019 @ 7:00 pm

Location: Uxbridge Public Library, Lower 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

- September minutes, Summer Program statistics, October Newsletter.

5 Committees:

5.1 Finance –

- August accounts
- September accounts
- 9 month summary report (Donna)
- Online Resources: Ancestry, Britannica etc... (Corrinne)
- Budget planning subcommittee need to meet.
 - Operating Budget
 - 10 – 15 year Capital forecast
 - Possible Day meeting October 23rd or 24th?

5.2 Governance and HR Committee

- Community sub Committee
 - Meeting at 8 pm tonight (following the LB meeting)
- HR Committee
 - Possible day meeting November 14th or 21st?

5.3 Community Committee (D. Clements)

- Ontario Public Library week is October 20 – 26
 - Planned activities throughout the week

5. New Business

- Cancelled MPP visit on Friday October 25

6. Ongoing Business / Action items

6.2 Facility update (Amanda)

- Heat and Cooling
- Lighting retro fit
- Building audit



Township of Uxbridge Public Library Board Meeting Agenda

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- Children's garden

7. Correspondence

8. Round Table

9. Council Connects

10. Future Meetings: Thursdays at 7:00 pm

- Nov. 21, Dec. 19.

11. Date of Next Board Meeting: November 21

12. Adjournment



Township of Uxbridge Public Library Board Meeting Agenda

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Consent Agenda

- 1. September Minutes**
- 2. Summer Program Stats**
- 3. October Newsletter**



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, September 19, 2019 @ 7:00 pm

Location: Uxbridge Public Library, Tower Meeting Room

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

Regrets: Donna Condon, Agnes Croxford

Guests:

- 1. Call to Order @ 7:00 pm**
- 2. Disclosure of Pecuniary interest and the General Nature thereof.**
 - ✓ No disclosures
- 3. Approval of Agenda with Addendum**
 - ✓ Moved by Lynn, seconded by Dwight; carried
- 4. Approval of Consent Agenda:**
 - Requested that we send June Archibald a Thank you note for her volunteerism at the Zephyr Library.
 - ✓ Moved by Martin seconded by Lynn; carried
- 5 Committees:**
 - 5.1 Finance –**
 - 5.1.1 June accounts
 - 5.1.2 July accounts
 - 5.1.3 Second quarter financial summary
 - 5.1.4 Library Eight month summary report.

Second Quarter summary major Observations:

- (1) Library Materials – 56% of 2019 budget spent YTD - this is typical, due to subscriptions and upfront fees for Library Services and E-Resources being paid up front at the beginning of the year
 - (2) Utilities are tracking under budget by \$7.6K – this could be a delay in timing of receiving bills – but hopefully we will see cost savings here with the work that has been done recently.
 - (3) Salaries, Wages and Benefits – 40% of 2019 budget has been spent YTD (compared to 46% in 2018) – in comparing YTD actual to YTD budget – we have savings of \$58K YTD – which is great
 - (4) Provincial Grant – is always received at the end of the year
 - (5) Donation Revenues – tracking \$12K over budget – 100 Women who Care donated \$9,770 to the Library re: Seniors and Robots Program
 - (6) Programming revenues – YTD have earned 75% of the budgeted revenues
 - (7) Other than the above – balances are tracking in line with budget.
- ✓ **Moved by Dwight seconded by Martin; carried**



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5.1.5 FINANCE COMMITTEE

- Report: 05/19 Amanda Ferraro, Director of Community Services & Interim Library CEO. SUBJECT: Rotten Sills replacement.
- ✓ **Moved to proceed with Heritage Restoration INC for the repairs on the sills for \$9, 750 plus HST. Moved by Lynn seconded by Dwight; carried**

5.2 Governance and HR Committee

- New committees (**see chart**)
 - Suggested that the sub committees could meet at 8:30pm following our regular scheduled meeting. Amanda to set up an alternating schedule Bi-monthly. Finance Committee would prefer to meet in the day.
- Budget planning
 - Board members and staff to come up with ideas to save time without effecting service. Requested by Treasury: a list of at least 8 items/tasks/processes/services that could be changed.
 - Staff have been engaged in this process
 - Fax line and postage meter (approx.. \$1,400 in savings)
 - Community outreach (selective?)
 - Review I.T, phones, and network efficiencies
 - Office supplies / spine labels (generic vs special order \$500 in savings)
 - Wi-Fi – adding service?
 - 7 / 12 Libraries surveyed offer the service or are in the process of ordering units
 - Can be expensive (larger library spends \$2,700 / month)
 - Large waiting lists (demand is greater than supply).
 - Cost to replace can be a factor.
 - IT support???
 - 1 library stated they are not willing to pay the monthly cost.
 - Decided this was not the right time to begin a new service.

5.3 Community Committee (D. Clements)

- Update on Sculpture Fundraising – Corrinne reported we have collected \$6,400 to date. We are on track to break even. Ideally if there is money left over we would like to offer Wynn an honorarium for all his donated services.
 - Sculpture unveil on schedule for September 26th at 7 pm.
- Other fundraising (Corrinne)
 - The Library has received a \$2,000 cheque from the Ryan Waters Charity fundraiser. This is earmarked to Children's programming.
 - Book sale fundraiser to happen in November "buy a piece of Uxbridge's history". \$5.00 book/donation



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- Strategic Plan Survey (Amanda)
 - All staff and Board members to review the Strategic plan survey by the end of September. Any suggestions and comments need to be submitted to Amanda before October 1st. Once completed the survey will officially be sent out to staff and board members to complete through survey monkey.

5. New Business

- Ontario Public Library week is October 20 – 26
 - Staff working on planning activities throughout the week
 - Suggested to feature Staff pics and Board pics. Highlight our favorite books.
- Open House scheduled for Friday October 25
 - MPP and Council invited.
 - Focus on Technology: 3-D printer and Robots.

6. Ongoing Business / Action items

7.1 Facility update (Amanda)

- Heat and Cooling
 - All cooling units are now operational. Down one compressor and waiting for quotes
 - Heating system cleaned last week and will do the switch over beginning of October.
 - Three heating units waiting for 3 way valves
 - Rad #16 in need of insulation to prevent winter freezing.
- Lighting retro fit
 - 70% completed
 - Issue with rotten sills on Towers
 - To be replaced this fall
- Building audit - to be in hand by the end of the month.
- Children's garden – Start planting in October and then finish in the Spring.
- Facility clean up
 - Over 20 boxes went to shredding
 - 24 boxes are being moved to storage.
 - Cleared out Tower room and maintenance closets.
- Zephyr Library
 - Painted outside windows and doors
 - Replaced rotten sills
 - Replaced toilet and sink



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7. Correspondence

- **8.1 Correspondence**

- Memorandum: June 24, 2019. Subject: Reduction in Provincial Grants to Libraries.

8. Round Table

- Dwight suggested we continue to look for grant opportunities
- Dave and Willie suggested we look at public / private partnership on programs
- Corrinne highlighted the Lions club who donated money for books specifically for visually impaired readers. Would like to expand to some books for dementia.
 - A thank you letter should be sent out to the Lions club.
- Martin and Corrinne discussed doing a social media / newspaper campaign on how much money you can save using the Library. Insignia tracks this information and Corrinne already has permission from one patron to use their information.

9. Council Connects

- Willie discussed three (3) council successes
 - Trestle bridge partnership with the snowmobile club. Opening up the trail to encourage economic opportunities while protecting the bridge.
 - New Hela Spic trail (part of the Ewen trail) – now paved and has better access from Reach Street to Third Avenue.
 - Aggregate win! Council was able to negotiate term to rehabilitate a pit and in exchange will receive free sand for two years. This will save the tax payers \$380,000 in the end.
- Dave announced that the Uxbridge Cottage Hospital has finally received permission to plan for a new hospital. This was big news! They will receive a \$500,000 grant to start the process.

10. Future Meetings: Thursdays at 7:00 pm

- October's meeting has been changed to **Wednesday October 16th** due to several conflicts.
- Next dates: Nov. 21, Dec. 19.

11. Adjournment at 8:30 pm

- ✓ **Moved by Martin seconded by Gord; carried**

SUMMER PROGRAM STATISTICS

TD SUMMER READING PROGRAM

Both Branches Combined, as reported to Environ

140 children registered/participated

| Age Range | 0 – 5 Years | 6 – 8 Years | 9 – 12 Years | 13+ Years |
|--------------------|-------------|-------------|--------------|-----------|
| Number of Children | 37 | 59 | 42 | 2 |

| New to TD Summer Reading | Previous Participation in TD Summer Reading |
|--------------------------|---|
| 96 | 44 |

of TD programs held this summer = 23

Total Attendance = 419

Books reported on = 1300+

SUMMER CAMP

4 weeks of camp – All full (2 Science and 2 Lego)

Fantastic feedback from parents!



LIBRARYOPOLY

64 Signed up for Elementary Edition

7 Signed up for Teen Edition

3D Printer used as “Prize”, was a huge hit!

OTHER PROGRAMS

3 Preschool programs

4 JK/SK programs

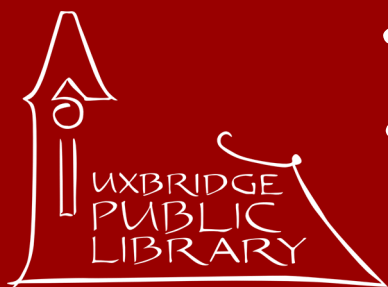
4 Grade 1-3 programs

4 Grade 4 - 6 programs

4 Grade 7-8 programs (Paint and Escape Challenge)

1 Babysitting Course





Newsletter

9 Toronto Street S.

www.uxlib.com 905-852-9747

Volume 23 Number 10

October 2019

Meet Libby.



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



The Uxbridge Public
Library will be closed
Monday, October 14th
for Thanksgiving

Good Used Book Sale at Zephyr Hall

Saturday, October 19th
9 am to 1 pm

Call June Archibald at 905-473-5713
to arrange drop off of books,
audio books, and movies
or to get volunteer hours.



ONTARIO PUBLIC LIBRARY WEEK

OCTOBER 20 - 26, 2019

A Visit Will Get You Thinking.



FREE REPLACEMENT CARDS



UXBRIDGE
PUBLIC LIBRARY



Genealogy
help
with the
Uxbridge
Genealogy
Group

Watch for event dates and
times at www.uxlib.com

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**







PA Days at the Library

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


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** with musician **Kathy Reid-Naiman!**

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)

Big Buddy Volunteers Wanted!

Pop-in to the Children's Department for an Application!

Programs

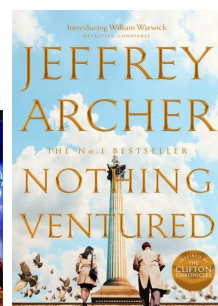
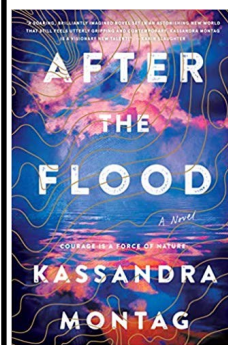
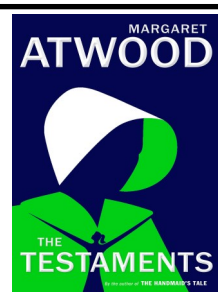
World War 2 Memoirs with Philip Joseph

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.

Philip was awarded a scholarship at Oxford University and became a member of the Oxford University Air Squadron. He joined the Royal Air Force as soon as he was eligible and in 1943 began his training as a fighter pilot - a 'flyboy' with a white flash in his cap. In 1945 he became qualified as a Sergeant Pilot and finished his service in 1947 as a Flight Sergeant/Education Officer at a bomber station.

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.

This presentation is free
Please pre-register in the Adult Department



Poetry Aloud

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!

The meeting will take place at the
Uxbridge Public Library from 12:30-2:00 pm
October 15th: Seasons

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



Knitting classes @Uxbridge Public Library

with Carol McGavin and Barb Harvel of Never Enough Wool

Wednesdays, October 16 through November 20

7:00 - 8:30 p.m. for 6 weeks

Technique: textured knitted scarf

Presented by:



Register at the
Uxbridge Library's Adult
Department.

Cost is \$25 per person.

Register early as spaces
are limited to 16
participants.

Supply list available at
the Adult Desk.

Contact Carol or Barb
for questions at
905-985-0030



OCTOBER 3D PRINTER HELP & ORIENTATION SESSIONS

Mondays October 7th & 28th

2:30pm – 4:30pm

Thursdays October 17th & 31st

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/

Halloween Special
Print your own
3D Pumpkin!!



Grades 6-9

Grades 6-9

TWEEN TAKEOVER

at the Uxbridge Public Library

FREE!

Stop by every Thursday night at 7:00pm for our
TWEEN TAKEOVER!! We meet every week in the
YA department

October 3: Aladdin part II

October 10: BOB ROSS (paint night)

October 17: Yoga (bring your own mat)

October 23: Totally Disney Trivia (with prizes!)

October 31: No Takeover (Enjoy Trick-or-Treating!)

Uxbridge Public Library

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**



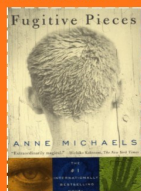
October 3



*What We All
Long For* by
Dionna Brand

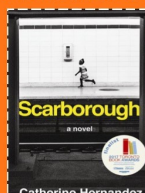
Fall 2019

November 7



Fugitive Pieces by
Anne Michaels

December 5



Scarborough
by Catherine
Hernandez



AWARENESS + ACTION = A DIFFERENT KIND OF BOOK CLUB

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

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



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

| Date | Vendor Name | Invoice Number | Invoice Description | Amount \$ |
|-----------|------------------------------|---------------------|-------------------------------|------------|
| 8/2/2019 | MINISTER OF FINANCE***** | EHT-JULY/19-LIBRARY | EHT-JULY 2019-LIBRARY | \$654.61 |
| 8/13/2019 | CIBC VISA | JUNE 25-JULY 24/19 | EXPENSES-JUNE 25 TO JULY 24 | \$1,390.08 |
| 8/13/2019 | DELOITTE & TOUCHE LLP | 8000685519 | AUDIT-YEAR-END/LIBRARY | \$3,164.00 |
| 8/13/2019 | DE LAGE LANDEN | 7228709 | COPIER-8/15/19-9/14/19 | \$196.50 |
| 8/13/2019 | BLUE HERON BOOKS | H82701 | BOOKS | \$61.25 |
| 8/13/2019 | FOCUS IT SOLUTIONS | 2019-29 | NEW HORIZONS PROJECT | \$662.50 |
| 8/13/2019 | STEVE KING PROPERTY SERVICES | 2015069-LIBRARY | GRASS CUTTING-JULY 22-LIB | \$22.60 |
| 8/13/2019 | STEVE KING PROPERTY SERVICES | 2015068-LIBRARY | GRASS CUTTING-JULY 15-LIBRARY | \$22.60 |
| 8/13/2019 | HEAT-AIR MECHANICAL LTD. | 28002 | SERVICE | \$2,262.83 |
| 8/13/2019 | KERRI DENT | MILEAGE-APR & JUNE | MILEAGE-APR & JUNE/2019 | \$70.18 |
| 8/13/2019 | LIBRARY SERVICES CENTRE | 570546 | BOOKS | \$836.95 |
| 8/13/2019 | MARTY S WINDOW CLEANING | 16/2019 | WINDOW CLEANING-BOTTOM EXT. | \$113.00 |
| 8/13/2019 | PEGGY KENNEDY | PETTY CASH-AUG/19 | PETTY CASH-SUPPLIES | \$292.70 |
| 8/13/2019 | GDL SOLUTIONS INC. | 16-824 | SERVICES-AUGUST | \$2,203.50 |
| 8/13/2019 | HEAT-AIR MECHANICAL LTD. | 28061 | SERVICE | \$1,474.65 |
| 8/13/2019 | LAWNSCAPE | 35596-LIB | GRASS CUTTING-JULY 15-LIBRARY | \$28.25 |
| 8/13/2019 | LAWNSCAPE | 35603-LIBRARY | GRASS CUTTING-JULY 22-LIB | \$28.25 |
| 8/16/2019 | DESJARDINS CARD SERVICES | 541761-1534A | SUPPLIES | \$79.09 |
| 8/16/2019 | HEAT-AIR MECHANICAL LTD. | 28078 | SERVICE | \$446.35 |
| 8/16/2019 | BELL CANADA | 9054732375/AUG2019 | TELEPHONE-AUGUST | \$112.16 |
| 8/16/2019 | CWB NATIONAL LEASING | 18224925 | MONTHLY LEASE-#2680458 | \$136.73 |
| 8/16/2019 | DESJARDINS CARD SERVICES | 5417550855 | SUPPLIES | \$54.56 |
| 8/16/2019 | BELL CANADA | 9058529747/AUG2019 | TELEPHONE-AUGUST | \$338.63 |
| 8/16/2019 | BRODART CANADA COMPANY | 037191 | SUPPLIES | \$60.00 |

| | | | |
|---|----------------------|---------------------------|------------|
| 8/16/2019 WYNN WALTERS | AUGUST 2019 | DESIGN & PROD.-SCULPTURE | \$3,750.00 |
| 8/16/2019 ELEXICON ENERGY | 51001548-02/JULY/19 | HYDRO-JUNE 8 TO JULY 8 | \$1,835.38 |
| 8/23/2019 BLUE HERON BOOKS | Q00826 | BOOK | \$19.32 |
| 8/23/2019 BLUE HERON BOOKS | 308156 | BOOKS | \$4.83 |
| 8/28/2019 LIBRARY SERVICES CENTRE | 573029 | BOOKS | \$393.26 |
| 8/28/2019 LIBRARY SERVICES CENTRE | 570955 | BOOKS | \$800.51 |
| 8/28/2019 LIBRARY SERVICES CENTRE | 572679 | BOOKS | \$632.20 |
| 8/28/2019 ROCKY RIDGE DRINKING WATER LIMITED | 331937 | WATER | \$59.50 |
| 8/28/2019 STEVE KING PROPERTY SERVICES | 2015097-LIBRARY | GRASS CUTTING-JULY 31-LIB | \$22.60 |
| 8/28/2019 THE COMPUTER MEDIA GROUP | 1470696-IN | TONER | \$82.93 |
| 8/28/2019 TRAZ LANDSCAPING & PROPERTY SERVICE | LDSP001 | GARDEN-MAINTENANCE | \$3,601.87 |
| 8/28/2019 XEROX CANADA LTD. | 85154713 | COPIES-AUG | \$21.31 |
| 8/28/2019 ANNALISA RIELLY | EXPENSES-MAY 2019 | EXPENSES-MAY23/19 | \$51.78 |
| 8/28/2019 LIBRARY SERVICES CENTRE | 572159 | BOOKS | \$228.40 |
| 8/28/2019 LIBRARY SERVICES CENTRE | 571434 | BOOKS | \$813.03 |
| 8/28/2019 LIBRARY SERVICES CENTRE | 571794 | BOOKS | \$444.56 |
| 8/28/2019 RONA INC. | 33220-11866591 | SUPPLIES | \$52.26 |
| 8/28/2019 THE COMPUTER MEDIA GROUP | 1470850-IN | SUPPLIES | \$267.27 |
| 8/28/2019 TRAZ LANDSCAPING & PROPERTY SERVICE | SPRK001 | GARDEN-IRRIGATION SYSTEM | \$1,596.69 |
| 8/28/2019 BLUE HERON BOOKS | 308156 | BOOKS | \$25.37 |
| 8/28/2019 HEAT-AIR MECHANICAL LTD. | 28175 | SERVICE-JULY | \$2,358.02 |
| 8/28/2019 HYDRO ONE NETWORKS INC. | 200072033278/AUG2019 | HYDRO-JULY 6 TO AUG 7 | \$175.61 |
| 8/28/2019 JIM NELSON | 534704 | CARETAKING-AUG | \$1,898.40 |
| 8/28/2019 COMPTON COMMUNICATIONS | 014302/AUG2019 | INTERNET-SEPT | \$276.60 |
| 8/28/2019 HEAT-AIR MECHANICAL LTD. | 28142 | MAINTENANCE | \$342.96 |

| | | | |
|---------------------|---------------|-----------------------------|---------------------------|
| 8/28/2019 LAWNSCAPE | 35752-LIBRARY | GRASS CUTTING-JULY29-LIB | \$28.25 |
| 8/28/2019 LAWNSCAPE | 35863-LIBRARY | GRASS CUTTING-AUG 5-LIBRARY | \$28.25 |
| | | | <u>\$34,523.13</u> |

| Date | Vendor Name | Invoice Number | Invoice Description | Amount \$ |
|-----------|--------------------------------|----------------------|------------------------------|------------|
| 9/9/2019 | BAGSHAW PLUMBING | 1628 | REPLACE PLUMBING FIXTURES | \$1,045.25 |
| 9/9/2019 | CIBC VISA | JULY 25-AUG 24/2019 | EXPENSES-JULY 25 TO AUG 24 | \$1,122.35 |
| 9/9/2019 | HEAT-AIR MECHANICAL LTD. | 28193 | SERVICE | \$627.15 |
| 9/9/2019 | DURHAM REGION -UTILITY FINANCE | 04800070015/AUG2019 | WATER AND SEWER-JULY2-SEPT2 | \$724.88 |
| 9/9/2019 | LIBRARY SERVICES CENTRE | 568837 | BOOKS | \$590.00 |
| 9/9/2019 | STEVE KING PROPERTY SERVICES | 2015101-LIBRARY | GRASS CUTTING-AUG 21-LIB | \$22.60 |
| 9/9/2019 | FOCUS IT SOLUTIONS | 2019-31 | ROBOTICS & 3D PRINTER | \$568.75 |
| 9/9/2019 | LAWNSCAPE | 36024-LIBRARY | GRASS CUTTING-AUG 26-LIB | \$28.25 |
| 9/9/2019 | MINISTER OF FINANCE***** | EHT-AUG/19-LIBRARY | EHT-AUGUST/2019-LIBRARY | \$679.70 |
| 9/9/2019 | STEVE KING PROPERTY SERVICES | 2015118-LIBRARY | GRASS CUTTING-AUG 26 | \$22.60 |
| 9/9/2019 | DE LAGE LANDEN | 7268408 | COPIER-9/15/19-10/14/19 | \$196.50 |
| 9/9/2019 | ENBRIDGE | 113542251003/AUG2019 | ACTUAL-JUNE 18 TO JULY 19 | \$8.44 |
| 9/9/2019 | LIBRARY SERVICES CENTRE | 574045 | BOOKS | \$608.75 |
| 9/9/2019 | LIBRARY SERVICES CENTRE | 573485 | BOOKS | \$561.87 |
| 9/9/2019 | CWB NATIONAL LEASING | 18232641 | MONTHLY LEASE-#2680458 | \$136.73 |
| 9/13/2019 | LIBRARY SERVICES CENTRE | 574884 | BOOKS | \$22.66 |
| 9/19/2019 | BELL CANADA | 9058529747/SEPT2019 | TELEPHONE-SEPT | \$338.63 |
| 9/19/2019 | DESJARDINS CARD SERVICES | 496195 | OFFICE SUPPLIES | \$56.87 |
| 9/19/2019 | HYDRO ONE NETWORKS INC. | 200072033278/SEP2019 | HYDRO-AUG 7 TO SEPT 6 | \$188.61 |
| 9/19/2019 | LAWNSCAPE | 36097-LIBRARY | GRASS CUTTING-SEPT 2-LIBRARY | \$28.25 |
| 9/19/2019 | LIBRARY SERVICES CENTRE | 574884 | BOOKS | \$446.77 |
| 9/19/2019 | RONA INC. | 33220-11926001 | SUPPLIES | \$63.02 |
| 9/19/2019 | STEVE KING PROPERTY SERVICES | 2015143-LIBRARY | GRASS CUTTING-SEPT 5-LIB | \$22.60 |
| 9/19/2019 | THE COMPUTER MEDIA GROUP | 1472810-IN | TONERS | \$159.99 |

| | | | |
|------------------------------------|---------------------|--------------------------|---------------------------|
| 9/19/2019 XEROX CANADA LTD. | 85171246 | COPIES-SEPT | \$14.42 |
| 9/19/2019 CDW CANADA INC. | TPV2003 | SUBSCRIPTION | \$448.68 |
| 9/19/2019 CLASSIC FIRE PROTECTION | W84310 | ANNUAL INSPECTION | \$149.16 |
| 9/19/2019 BELL CANADA | 9054732375/SEPT2019 | TELEPHONE-SEPT | \$112.16 |
| 9/19/2019 DESJARDINS CARD SERVICES | 29810 | OFFICE SUPPLIES | \$174.30 |
| 9/19/2019 JIM NELSON | 534712 | CARETAKING-SEPTEMBER | \$1,898.40 |
| 9/19/2019 LAWNSCAPE | 35919-LIBRARY | GRASS CUTTING-AUG 19-LIB | \$28.25 |
| 9/19/2019 LIBRARY SERVICES CENTRE | 574338 | BOOKS | \$382.71 |
| 9/19/2019 PEGGY KENNEDY | PETTY CASH-SEPT/19 | PETTY CASH-SUPPLES | \$289.66 |
| 9/19/2019 THE COMPUTER MEDIA GROUP | 1472650-IN | TONER | \$79.99 |
| 9/19/2019 ELEXICON ENERGY | 51001548-02/AUG2019 | HYDRO-JULY 8 TO AUG 8 | \$2,000.56 |
| 9/19/2019 CLASSIC FIRE PROTECTION | W84309 | ANNUAL INSPECTION | \$74.58 |
| 9/24/2019 RONA INC. | 33220-11926741 | SUPPLIES | \$24.03 |
| | | | <u>\$13,948.12</u> |

**Township of Uxbridge
Library Summary Report
For the Nine Months Ending Monday, September 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 | \$11,953 | \$17,232 | \$50,401 | \$51,696 | \$1,295 | \$68,920 |
| <u>Programming:</u> | | | | | | |
| Programs | 3,078 | 2,028 | 7,360 | 6,084 | (1,276) | 8,100 |
| Promotion | 479 | 414 | 498 | 1,242 | 744 | 1,650 |
| Total Programming | 3,557 | 2,442 | 7,859 | 7,326 | (533) | 9,750 |
| Administrative Costs | 3,759 | 4,164 | 11,645 | 12,492 | 847 | 16,650 |
| Fundraising Expenses | 3,750 | 0 | 3,750 | 0 | (3,750) | 0 |
| Repairs and Maintenance | 37,267 | 17,175 | 76,017 | 51,525 | (24,492) | 68,700 |
| Utilities | 6,626 | 11,274 | 21,532 | 33,822 | 12,290 | 45,100 |
| <u>Equipment & Maintenance:</u> | | | | | | |
| Photocopying | 905 | 1,002 | 1,894 | 3,006 | 1,112 | 4,000 |
| Equipment Maintenance | 550 | 876 | 2,661 | 2,628 | (33) | 3,500 |
| Hardware and Software | 790 | 2,352 | 4,433 | 7,056 | 2,623 | 9,400 |
| Computer Maintenance | 2,096 | 8,502 | 16,750 | 25,506 | 8,756 | 34,000 |
| ISPN fees | 769 | 999 | 2,987 | 2,997 | 10 | 4,000 |
| Office Equipment | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Equipment | 5,109 | 13,731 | 28,724 | 41,193 | 12,469 | 54,900 |
| Salaries, Wages & Benefits | 127,780 | 152,211 | 373,055 | 456,633 | 83,578 | 608,832 |
| Professional Development | 0 | 1,926 | 1,220 | 5,778 | 4,558 | 7,700 |
| Health & Safety | 431 | 480 | 685 | 1,440 | 755 | 1,925 |
| Mileage | 213 | 300 | 579 | 900 | 321 | 1,200 |
| Repayment to Town Reserve | 0 | 6,261 | 25,046 | 18,783 | (6,263) | 25,046 |
| Total Expenses - Per Budget | 200,445 | 227,196 | 600,512 | 681,588 | 81,076 | 908,723 |
| <u>Other Items:</u> | | | | | | |
| Amortization - TCA | 21,425 | 21,000 | 64,275 | 63,000 | (1,275) | 84,000 |
| Amortization - Other | 2,975 | 3,399 | 8,925 | 10,197 | 1,272 | 13,600 |
| Transfer to TCA | (11,953) | 0 | (50,401) | 0 | 50,401 | 0 |
| Grant Expenditures (1) | 0 | 0 | 0 | 0 | 0 | 0 |
| | 12,447 | 24,399 | 22,799 | 73,197 | 50,398 | 97,600 |
| Total Expenses | 212,892 | 251,595 | 623,311 | 754,785 | 131,474 | 1,006,323 |

**Township of Uxbridge
Library Summary Report
For the Nine Months Ending Monday, September 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 | 635,966 | 635,967 | (1) | 847,955 |
| Provincial Grant | 0 | 6,045 | 0 | 18,135 | (18,135) | 24,176 |
| Student Grant | 0 | 0 | 0 | 0 | 0 | 0 |
| Summer Student Grant | 0 | 399 | 0 | 1,197 | (1,197) | 1,600 |
| CAP Grant | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Grants | 211,989 | 218,433 | 635,966 | 655,299 | 19,333 | 873,731 |
| <u>Donations:</u> | | | | | | |
| Specified Donations | 0 | 0 | 0 | 0 | 0 | 0 |
| Material Donations | 2,056 | 552 | 3,760 | 1,656 | 2,104 | 2,200 |
| Program Donations | 0 | 0 | 11,545 | 0 | 11,545 | 0 |
| Adopt A Book | 0 | 0 | 0 | 0 | 0 | 0 |
| Adopt A Magazine | 0 | 12 | 0 | 36 | (36) | 50 |
| Total Donations | 2,056 | 564 | 15,305 | 1,692 | (13,613) | 2,250 |
| <u>Fundraising:</u> | | | | | | |
| Volumes of Giving | 0 | 0 | 0 | 0 | 0 | 0 |
| Sculpture Donations | 4,151 | 0 | 6,509 | 0 | 6,509 | 0 |
| 125th Anniversary Fundraising | 0 | 0 | 0 | 0 | 0 | 0 |
| General Fundraising | 10 | 0 | 21 | 0 | 21 | 0 |
| Total Fundraising | 4,161 | 0 | 6,530 | 0 | (6,530) | 0 |
| <u>Other Revenue:</u> | | | | | | |
| Discard Books | 470 | 351 | 1,141 | 1,053 | 88 | 1,400 |
| Programming Revenue | 5,352 | 3,006 | 14,386 | 9,018 | 5,368 | 12,021 |
| Room Rentals | 14,470 | 624 | 17,095 | 1,872 | 15,223 | 2,500 |
| Late Fines | 2,461 | 2,523 | 6,832 | 7,569 | (737) | 10,100 |
| Genealogy Income | 0 | 126 | 65 | 378 | (313) | 500 |
| Interest Income | 0 | 573 | 689 | 1,719 | (1,030) | 2,301 |
| Sundry | 1,120 | 981 | 3,596 | 2,943 | 653 | 3,920 |
| Transfer from Reserve | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Other Revenue | 23,874 | 8,184 | 43,804 | 24,552 | (19,252) | 32,742 |
| Total Revenues - Per Budget | 242,079 | 227,181 | 701,606 | 681,543 | (20,063) | 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 | 242,079 | 227,181 | 704,821 | 681,543 | (23,278) | 908,723 |
| Net Expenditures - Per Budget | (41,634) | 15 | (101,094) | 45 | 101,139 | 0 |
| Net Expenditures | (29,187) | 24,414 | (81,510) | 73,242 | 154,752 | 97,600 |