



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, July 23, 2020 @ 2:00 pm

Location: Teams Virtual meeting

Public Access: Interested parties please pre-register for this meeting by email aferraro@uxbridge.ca

1. Call to order:
2. Disclosure of Pecuniary Interest and the General Nature thereof.
3. Approval of Agenda
4. Approval of June Minutes
5. Committees:
 - 6.1 Finance – Donna
 - Draft 2019 Financial Statement
 - Q2 – budget report
 - Report 02-20 – Request to Sole Source
 - Report 03-20 – Stage 3 COVID-19 operations.
6. Council Connects
7. Date of Next Board Meeting: September 18 , 2020 time TBD
8. Adjournment



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, June 18, 2020 @ 2:00 pm

Location: Teams Virtual meeting

Present: Dave Phillips, Gord Shreeve, Lynn Klages, Corrinne Morrison, Amanda Ferraro, Willie Popp, Agnes Croxford, Gary Ruona, Dwight Clements, Dave Barton, Martin Koolhaas (arrived at 2:33)

Regrets: Donna Condon

Guests: Kristi Honey

0. Call to Order @ 2:00 pm.

- Note: This is a virtual meeting and public access was provided by asking for pre-register to this meeting by email aferraro@uxbridge.ca.
- Agenda and pre-registration information was posted on Library website
- No request were made.

1. Disclosure of Pecuniary interest and the General Nature thereof.

✓ No disclosures

2. Approval of Agenda

✓ Moved by Willie, seconded by Agnes ; carried

3. Approval of May Minutes

✓ Moved by Dave B, seconded by Dwight ; carried

4. Introduction of our new Township of Uxbridge CAO, Kristi Honey

5. Committees:

6.1 Finance – Amanda read Donna's notes

- May accounts
- ✓ Moved by Dwight, seconded by Lynn ; carried
- YTD Summary for Jan to April.
- ✓ Moved by Dave, seconded by Willie ; carried

6.2 Governance and HR Committee

- Update on future restructuring – Lynn
The HR Committee met on June 11th and review the current staff flow chart and explored options for an alternate flow chart. Corrinne and Amanda to work on job descriptions. Note: COVID 19 may delay this process but we are continuing to work through this process.

6.3 Community Committee – Dwight

No new news



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, June 18, 2020 @ 2:00 pm
Location: Teams Virtual meeting

6. New Business

- Traditional camp cancelled replace with online programs – Corrinne
 - i. Student grants with 100% funding support.
- Inventory update – Corrinne
 - i. 50% done in both Uxbridge and Zephyr. Will continue to work through it this summer.

7. Ongoing Business / Action items

- Children's garden (Agnes)
 - Horticulture Society finished the children's garden.
- RED Grant update (Amanda)
 - No official update
- Facility update (Corrinne)
 - Curbside pick-up going well. Approximately 100 books /day. Staff feel safe
 - Next steps include access to computers. – One computer will become available by appointment only. Access to stacks is still unavailable.
- Mini Art Gallery – Gary
 - Gary presented the idea of a mini art gallery on behalf of the AVEC committee. Requested that the Library be a host location.
- ✓ Moved by Agnes, seconded by Lynn
 - That the Library Board support the mini art galleries location at the Library in principle and look forward to more information ; carried

8. Correspondence

- Senior Social check in coming to a close. Leslie did an amazing job and a thank you letter from the Board should be sent to Leslie.

9. Round Table

- Martin asked about Library Automated Checkout Systems. Corrinne discussed some of the pros and cons. Corrinne to connect with Port Perry for more information

10. Council Connects

- Culvert update – Willie
 - i. Culvert is moving along on target. Predicated 4 month road closure.



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, June 18, 2020 @ 2:00 pm
Location: Teams Virtual meeting

11. Date of Next Board Meeting: September 18 , 2020 time TBD

12. Adjournment 2:47

✓ Moved by Agnes, seconded by Willie; carried

Financial statements of
The Corporation of the Township
of Uxbridge Library Board

December 31, 2019

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Independent Auditor's Report

To the Board of Directors of the Township of Uxbridge Library Board and
Members of Council of the Corporation of the Township of Uxbridge

Opinion

We have audited the financial statements of The Corporation of the Township of Uxbridge Library Board (the "Library Board"), which comprise the statement of financial position as at December 31, 2019, and the statements of operations, change in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies (collectively referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library Board as at December 31, 2019, and the results of its operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards ("PSAS").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Library Board in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Library Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library Board's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian GAAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Library Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants
Licensed Public Accountants
July 13, 2020

The Corporation of the Township of Uxbridge Library Board

Statement of financial position

As at December 31, 2019

	Notes	2019 \$	2018 \$
Assets			
Financial assets			
Cash	2	520	520
Temporary investments	2	102,981	101,379
Accounts receivable		18,452	20,334
Due from Township of Uxbridge		151,855	106,657
		273,808	228,890
Liabilities			
Accounts payable and accrued liabilities		28,361	108,359
Deferred revenues		11,516	3,216
Post-employment benefits liability	4	9,820	9,891
		49,697	121,466
Net financial assets		224,111	107,424
Non-financial assets			
Tangible capital assets	5	360,333	378,961
Prepaid expenses		577	6,208
		360,910	385,169
Accumulated surplus	6	585,021	492,593

The accompanying notes to the financial statements are an integral part of this financial statement.

The Corporation of the Township of Uxbridge Library Board

Statement of operations

Year ended December 31, 2019

	Notes	Budget \$	2019 Actual \$	2017 Actual \$
		(Note 7)		
Revenue				
Grants				
Township of Uxbridge - operating		847,955	847,955	819,385
Province of Ontario		24,176	62,362	28,240
Other grants		1,600	10,584	23,294
Income from other funds				
Bascom Trust Fund		90	90	90
Todorow Reserve Fund		1,811	1,811	1,811
Interest		400	1,083	652
Fines and fees		30,441	48,317	34,720
Donation of tangible capital assets	5	—	9,159	7,014
Donations and fundraising		2,250	12,421	6,583
		908,723	993,782	921,789
Expenses				
Salaries and wages		490,403	425,576	456,715
Benefits		118,429	82,838	86,866
Repairs and maintenance		48,200	94,332	73,459
Utilities		45,100	30,975	37,774
Sundry		38,975	35,684	32,086
Computer maintenance		43,400	35,697	42,090
Township of Uxbridge - repayment to reserve	8	—	25,046	25,046
Janitor and expenses		20,500	23,557	19,935
Other supplies		9,750	11,583	24,091
Transfer to the Township of Uxbridge - Capital		—	43,371	61,384
		839,803	808,659	859,446
Amortization expense		97,600	92,695	93,532
		937,403	901,354	952,978
Annual surplus (deficit)		(28,680)	92,428	(31,189)
Accumulated surplus, beginning of year		564,223	492,593	523,782
Accumulated surplus, end of year		535,543	585,021	492,593

The accompanying notes to the financial statements are an integral part of this financial statement.

The Corporation of the Township of Uxbridge Library Board

Statement of change in net financial assets

Year ended December 31, 2019

	Budget	2019	2018
	\$	Actual	Actual
	\$	\$	\$
	(Note 7)		
Annual surplus (deficit)	(28,680)	92,428	(31,189)
Acquisition of tangible capital assets	(68,920)	(74,067)	(93,921)
Amortization of tangible capital assets	97,600	92,695	93,532
	—	111,056	(31,578)
Decrease (increase) in prepaid expenses	—	5,631	(2,555)
Change in net financial assets	—	116,687	(34,133)
Net financial assets, beginning of year	(14,716)	107,424	141,557
Net financial assets, end of year	(14,716)	224,111	107,424

The accompanying notes to the financial statements are an integral part of this financial statement.

Draft

The Corporation of the Township of Uxbridge Library Board

Statement of cash flows

Year ended December 31, 2019

	2019	2018
	\$	\$
Operating activities		
Annual surplus (deficit)	92,428	(31,189)
Items not involving cash		
Amortization expense	92,695	93,532
Donation of tangible capital assets	(9,159)	(7,014)
Change in non-cash operating items		
Decrease (increase) in accounts receivable	1,882	(10,363)
Increase in due from Township of Uxbridge	(45,198)	(30,616)
Increase in temporary investments	(1,602)	(398)
Decrease (increase) in prepaid expenses	5,631	(2,555)
(Decrease) increase in accounts payable and accrued liabilities	(79,998)	85,853
Increase (decrease) in deferred revenues	8,300	(3,608)
Decrease in post-employment benefits liability	(71)	(6,735)
	64,908	86,907
Capital activity		
Acquisition of tangible capital assets (net of donated tangible capital assets)	(64,908)	(86,907)
Change in cash	—	—
Cash, beginning of year	520	520
Cash, end of year	520	520

The accompanying notes to the financial statements are an integral part of this financial statement.

The Corporation of the Township of Uxbridge Library Board

Notes to the financial statements

December 31, 2019

1. Significant accounting policies

The financial statements of the Corporation of the Township of Uxbridge Library Board (the "Library Board") are the representations of management prepared in accordance with accounting standards established by the Public Sector Accounting Board ("PSAB") of Chartered Professional Accountants of Canada.

Basis of presentation

i) Basis of accounting

Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues in the period in which transactions or events occur that gave rise to the revenues and the amounts are determined to be collectible; expenses are recognized in the period the goods and services are acquired and a liability is incurred or transfers are due.

ii) Temporary investments

Temporary investments are recorded at lower of cost and market value.

iii) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations.

Tangible capital assets

(a) Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Library collections	7 years
Furniture and equipment	10 to 50 years
Computer systems	3 to 20 years

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal.

(b) Contribution/donation of tangible capital assets

Tangible capital assets received as contributions or donations are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue.

iv) Post-employment benefits liability

The Library Board recognizes a post-employment benefits liability as employees earn entitlements through service.

v) Government transfers

Government transfers are recognized as revenues by the Library Board in the period in which the transfer is authorized and any eligibility criteria are met unless they are restricted through stipulations that require specific actions to be carried out in order to keep the transfer. For such transfers, revenue is recognized as the stipulation has been met.

The Corporation of the Township of Uxbridge Library Board

Notes to the financial statements

December 31, 2019

1. Significant accounting policies (continued)

Basis of presentation (continued)

vi) Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts in the financial statements and accompanying notes. Due to inherent uncertainty in making estimates, actual results could differ from those estimates. Accounts which are subject to estimates include post-employment benefits liability and related expenses and the net book value of tangible capital assets which is based on estimated useful lives of various capital asset categories.

vii) Contributed services

Township of Uxbridge staff contribute many hours per year in back office services such as human resources, payroll and financial services to assist the Library Board in carrying out its activities. In addition, the Township of Uxbridge provides the Library Board with space to provide its services. Because of the difficulty of determining their fair value, these contributed services are not recognized in the financial statements.

2. Cash and temporary investments

This represents a consolidation of cash and temporary investments from the operating fund and the reserve fund. The composition is as follows:

	Cash	Temporary investments	2019 Total	2018 Total
	\$	\$	\$	\$
Operating Fund	384	57,698	58,082	56,480
Reserve Fund (Note 6)	136	45,283	45,419	45,419
	520	102,981	103,501	101,899

The Reserve Fund cash and temporary investments are held by the Township on behalf of the Library Board. The operating fund temporary investments include a guaranteed investment certificate resulting from a donation from the estate of a patron of the Library.

3. Pension agreement

The Library Board makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), a multi-employer plan, which as of December 31, 2019, was on behalf of 5 members of its staff. The multi-employer plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

Contributions were made to OMERS in the amount of \$21,415 (2018 - \$28,216).

4. Post-employment benefits liability

The Library Board makes available to qualifying employees who retire before the age of 65, the opportunity to continue their coverage for such benefits as extended health and drugs and dental care. Coverage ceases at age 65. The last actuarial valuation was conducted as of December 31, 2017.

The Corporation of the Township of Uxbridge Library Board

Notes to the financial statements

December 31, 2019

4. Post-employment benefits liability (continued)

The following assumptions were used in calculating the post-employment benefit liability:

a) *General inflation*

A rate of 2.25% per year is used.

b) *Interest (discount) rate*

A rate of 3.8% (2018 – 3.25%) is used to determine liabilities at the beginning of the fiscal period and for extrapolations during the period. A rate of 3.1% (2018 – 3.8%) is used to determine liabilities at the end of the fiscal period.

c) *Health and dental rate*

Drug costs are presumed to increase 8% after the first year, this rate reducing linearly to 5% after 6 years. Other health and dental costs are presumed to increase 4% per year.

d) *Mortality table*

Canadian Institute of Actuaries 2014 Composite Mortality Table.

Information about the Library Board's post-employment benefit plan is as follows:

	2019 \$	2018 \$
Accrued benefit liability, at January 1	9,891	16,626
Decrease during the current year	(71)	(6,735)
Accrued benefit liability, at December 31	<u>9,820</u>	<u>9,891</u>

5. Tangible capital assets

	Collections \$	Furniture and equipment \$	Computer systems \$	2019 Total \$	2018 Total \$
Cost					
Balance, beginning of year	566,700	207,742	28,056	802,498	781,679
Additions	74,067	—	—	74,067	93,921
Disposals	(92,711)	—	—	(92,711)	(73,102)
Balance, end of year	<u>548,056</u>	<u>207,742</u>	<u>28,056</u>	<u>783,854</u>	802,498
Accumulate amortization					
Balance, beginning of year	293,379	122,253	7,905	423,537	403,107
Amortization expense	79,625	10,658	2,412	92,695	93,532
Disposals	(92,711)	—	—	(92,711)	(73,102)
Balance, end of year	<u>280,293</u>	<u>132,911</u>	<u>10,317</u>	<u>423,521</u>	423,537
Net book value, end of year	<u>267,763</u>	<u>74,831</u>	<u>17,739</u>	<u>360,333</u>	378,961

During the year \$9,159 (2018 - \$7,014) worth of books were donated to the Library Board for circulation.

The Corporation of the Township of Uxbridge Library Board

Notes to the financial statements

December 31, 2019

6. Accumulated surplus

Accumulated surplus consists of the following:

	Balance January 1, 2019	Change during the year	Balance December 31, 2019
	\$	\$	\$
Invested in tangible capital assets	378,961	(18,628)	360,333
Operating Reserve Fund	68,213	111,056	179,269
	45,419	—	45,419
	492,593	92,428	585,021

7. Budget figures

The approved budget for 2019 was not prepared on a basis consistent with that used to report actual results. The budget was prepared on a modified accrual basis while Canadian public sector accounting standards require a full accrual basis of accounting.

Budget figures have been reclassified for purposes of these financial statements to comply with PSAS reporting requirements.

8. Commitments

The Library Board is committed to make future payments to the Township of Uxbridge in respect of renovations to the Uxbridge Library which were completed in 2013 and 2014. The amount of \$25,046 was paid in 2019, and future payments in the amount of \$18,069 will be made for the years 2020 through to 2024. These future commitments are non-interest bearing.

9. Subsequent Event

Subsequent to the year-end, on March 11, 2020, the World Health Organization characterized the outbreak of a strain of the novel coronavirus ("COVID-19") as a pandemic which has resulted in a series of public health and emergency measures that have been put in place to combat the spread of the virus. The duration and impact of COVID-19 is unknown at this time and it is not possible to reliably estimate the impact that the length and severity of these developments will have on the financial results and condition of the Library Board in future periods.

Township of Uxbridge
Library Summary Report - Six Months Ending June 30, 2020

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Budget	YTD Variance	2020 Budget
<u>Operating Expenses:</u>						
Library Materials Purchased	\$8,468	\$17,358	\$31,770	\$34,716	\$2,946	\$69,420
<u>Programming:</u>						
Programs	272	1,803	2,116	3,606	1,490	7,200
Promotion	0	414	19	828	809	1,650
Total Programming	272	2,217	2,135	4,434	2,298	8,850
Administrative Costs	9,863	4,158	14,028	8,316	(5,712)	16,632
Fundraising Expenses	0	0	0	0	0	0
Repairs and Maintenance	27,076	19,551	42,447	39,102	(3,345)	78,200
Utilities	5,055	9,900	11,339	19,800	8,461	39,620
<u>Equipment & Maintenance:</u>						
Photocopying	71	750	475	1,500	1,025	3,000
Equipment Maintenance	568	750	1,511	1,500	(11)	3,000
Hardware and Software	669	2,352	770	4,704	3,934	9,400
Computer Maintenance	4,732	6,750	10,685	13,500	2,815	27,000
ISP fees	1,007	1,050	2,167	2,100	(67)	4,200
Office Equipment	0	0	0	0	0	0
Total Equipment	7,047	11,652	15,608	23,304	7,696	46,600
Salaries, Wages & Benefits	76,811	154,212	180,614	308,424	127,810	616,855
Professional Development	0	1,926	925	3,852	2,927	7,700
Health & Safety	0	480	0	960	960	1,925
Mileage	202	300	537	600	63	1,200
Repayment to Town Reserve	0	6,261	0	12,522	12,522	25,046
Total Expenses - Per Budget	134,794	228,015	299,403	456,030	156,628	912,048
<u>Other Items:</u>						
Amortization - TCA	0	20,751	23,750	41,502	17,752	83,000
Amortization - Other	0	3,000	0	6,000	6,000	12,000
Transfer to TCA	(8,468)	0	(31,770)	0	31,770	0
Grant Expenditures (1)	0	0	0	0	0	0
	(8,468)	23,751	(8,020)	47,502	55,522	95,000
Total Expenses	126,326	251,766	291,383	503,532	212,149	1,007,048

Township of Uxbridge
Library Summary Report - Six Months Ending June 30, 2020

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Budget	YTD Variance	2020 Budget
<u>Operating Revenues:</u>						
<u>Grants:</u>						
Municipal Grants	188,595	211,095	377,190	422,190	(45,000)	844,380
Provincial Grant	0	6,045	0	12,090	(12,090)	24,176
Student Grant	0	0	0	0	0	0
Summer Student Grant	0	2,001	0	4,002	(4,002)	8,000
CAP Grant	0	0	0	0	0	0
Total Grants	188,595	219,141	377,190	438,282	61,092	876,556
<u>Donations:</u>						
Specified Donations	0	0	0	0	0	0
Material Donations	200	552	319	1,104	(785)	2,200
Program Donations	0	0	0	0	0	0
Adopt A Book	0	0	0	0	0	0
Adopt A Magazine	0	12	0	24	(24)	50
Total Donations	200	564	319	1,128	809	2,250
<u>Fundraising:</u>						
Volumes of Giving	0	0	0	0	0	0
Sculpture Donations	0	0	0	0	0	0
125th Anniversary Fundraising	0	0	0	0	0	0
General Fundraising	0	0	5	0	5	0
Total Fundraising	0	0	5	0	(5)	0
<u>Other Revenue:</u>						
Discard Books	0	351	487	702	(215)	1,400
Programming Revenue	495	3,006	7,684	6,012	1,672	12,021
Room Rentals	0	750	1,121	1,500	(379)	3,000
Late Fines	34	2,523	1,804	5,046	(3,242)	10,100
Genealogy Income	20	126	100	252	(152)	500
Interest Income	80	573	80	1,146	(1,066)	2,301
Sundry	43	981	1,079	1,962	(883)	3,920
COVID-19 Revenue Cancellation	(8,755)	0	(8,755)	0	(8,755)	0
Transfer from Reserve	0	0	0	0	0	0
Total Other Revenue	(8,083)	8,310	3,600	16,620	13,021	33,242
Total Revenues - Per Budget	180,712	228,015	381,114	456,030	74,917	912,048
<u>Items not Budgeted:</u>						
Internship Grant	0	0	0	0	0	0
Federal Grant	0	0	0	0	0	0
Other Grants (2)	0	0	0	0	0	0
	0	0	0	0	0	0
Total Revenues	180,712	228,015	381,114	456,030	74,917	912,048
Net Expenditures - Per Budget	(45,918)	0	(81,711)	0	81,711	0
Net Expenditures	(54,386)	23,751	(89,731)	47,502	137,232	95,000



REPORT

Uxbridge Public Library

TO: Uxbridge Public Library Board of Trustees

FROM: Amanda Ferraro, Director of Community Services and Interim Library CEO

DATE: June 23, 2020

REPORT: LB- 02/20 **FILE NO.**

SUBJECT: Request to Sole Source

BACKGROUND:

Staff have been looking to replace the masonry brick at the back of the building (see page 19 of the 2019 Library building Audit) and Gary Brown was suggested to do the work. The original quote for this work was \$ 1,160.00 + HST. We confirmed this work to be done in July.

Since this time we met with Bill Rynard (Roads department) and he suggested that we do the sidewalk at the same time. This would widen the sidewalk, make it safer in the winter, allow for the Township to plow it in the winter (vs by hand) and allow better access to the building brick scheduled for repair. Gary Brown was also recommended for this work.

Combined the new quote is: Remove, widen and replace sidewalk . Remove and replace damaged block work and spalled bricks. Re-grade and sod. Cost: \$12,786.78 plus HST. This is a competitive price and we have shared this quote with Ben and Bill (Roads department) to ensure cross department support. I also asked if they had any other contractors that they would recommend and they were unable to assist.

DISCUSSION:

According to our Procurement bylaw I would need to get three quotes or ask permission from the Library Board to sole source. It makes sense to do this work at the same time and not all sidewalk companies would have the experience to do masonry work on the building. We respectfully ask for permission to sole source.

Treasury confirms we have sufficient funds in the budget to get this work done.

RECOMMENDATION

THAT Report LB- 02/20 from Amanda Ferraro, Director of Community Services and interim Library CEO, be received for information;

AND THAT the Library Board approve the Sole Sourcing for this project.

AND THAT Gary Brown be engaged to remove, widen and replace sidewalk and to replace the damaged block work and spalled bricks on the building for a total cost of \$12,786.78 plus HST.

Respectfully Submitted by:

A handwritten signature in cursive script that reads "Amanda Ferraro". The signature is written in black ink on a white background.

Amanda Ferraro, Director of Community Services and Interim Library CEO



REPORT

LIBRARY BOARD

TO: Uxbridge Public Library Board

FROM: Corrinne Morrison

DATE: July 22, 2020

REPORT: 03/20 **FILE NO.**

SUBJECT: Durham Region, Phase 3, COVID reopening

BACKGROUND:

Durham Region is able to move into Phase 3 starting on Friday, July 24, 2020. Public Libraries have been given permission to allow the public back into the Library buildings with the following requirement.

Libraries

- Libraries were permitted to resume limited on-site services in Stage 2.
- In addition to the services resumed in Stage 2, libraries may reopen for all on-site services, as long as materials that are circulated, returned or accessed within the library are disinfected or quarantined before being recirculated.

The Uxbridge Public Library has been successfully providing Curbside Service to our residents since June 2, 2020. Curbside Service is offered Tuesday through Saturday from 10 am until 4 pm. For the first few weeks we were averaging 100 items being checked out per day. We are now averaging 175 per day.

Limited Computer Access was added on July 7, 2020 and is being used but not in such high demand that patrons are being denied.

Many of the Libraries that may choose to allow patrons to enter have buildings that will more easily allow for this transition in that they have more storage space and only one level. Even so, many are looking at dates in August rather than opening the doors immediately.

DISCUSSION:

The need to quarantine items accessed within the Library will prove quite difficult for staff in our building. We are currently quarantining all returned items for a period of 72 hours and that has been successful and reassuring to both staff and patrons however we have very limited space even for those items. To add all items touched by patrons who have entered the building would put a large strain on both staff and space.

We are also quite concerned about the stairwell. Only one person can use the stairs at a time while maintaining social distancing. When we reopen to the public, we will likely only open one floor at a time and keep the stairwell closed to the public until social distancing requirements are eased.

Another concern is the required cleaning, particularly for washrooms and additional computers. We do not have a custodian while we are open but the bathrooms and additional computers would need to be regularly maintained and cleaned.

I have discussed the options for Phase 3 with staff, at this time we are all in agreement that we feel that the Uxbridge Public Library should continue with Curbside Service and not allow the public to access to the building.

RECOMMENDATION

1. THAT Report LB-03/20 be received from Corrinne Morrison, Program and Outreach Coordinator for information;
2. AND THAT the Library Board approve a motion for the Uxbridge Public Library to continue with Curbside Service and Limited Computer Access until the end of August providing that there are no other changes in the Phased Reopening of Ontario.
3. AND THAT the Library Board direct staff to send an update to the Board for the next Board Meeting

Respectfully Submitted by:

Corrinne Morrison
Program and Outreach Coordinator