



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, June 24, 2021 @ 7:00 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 May Minutes
5. Committees:
 - 5.1 Finance –
 - May accounts
 - Audited Financial statement 2020 - Donna
 - Fabric chairs / new chairs – Corrinne
 - 5.2 Governance and HR Committee
 - COVID Safety Plan Stage 1 – Corrinne
 - Summer students and looking to hire PT staff for the Fall- Corrinne
 - 5.3 Community Committee
6. New Business
7. Ongoing Business / Action items
 - Facility update (Amanda)
 - Eaves
 - Tower dates
8. Correspondence
9. Round Table
10. Council Connects
11. Date of Next Board Meeting: ?
12. Adjournment



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, May 27, 2021 @ 7:00 PM

Location: Teams Virtual meeting

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

Regrets: Donna Condon, Willie Popp,

1. Call to Order @ 7:01 pm.

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

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

✓ *No disclosures*

3. Approval of Agenda

✓ *Moved by Lynn, seconded by Martin; carried*

4. Approval of January Minutes

✓ *Moved by Agnes, seconded by Lynn; carried*

1. Committees:

6.1 Finance –

- April accounts

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

6.2 Governance and HR Committee

- **NEW CEO job description**

- Part Time Library Position (20%) and is linked to the Director of Community Services
- **PRIMARY FUNCTION:** This Management position is responsible to the Library Board of Trustees for the administration, planning, organization, and supervision of all library operations and services in accordance with policies established by the Board. The CEO serves as the Board's representative to the community, to professional organizations and to government agencies.



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, May 27, 2021 @ 7:00 PM

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- **NEW Library Manager job description**
 - Full Time Position
 - **PRIMARY FUNCTION:** The Library Manager is responsible for the operational and financial management and leadership of the Uxbridge Public Library and programs. The Manager will provide support to the CEO and assume the duties and responsibilities of the CEO in the CEO's absence. The position will also be responsible for overseeing collection development, programming, community outreach, staffing, building maintenance and operations, cash management, marketing, facility user/resident, community liaison duties, materials, equipment acquisition, supervision, recruitment and development of full and part time and staff.
 - **NEW (future) Program Coordinator job description**
 - With an additional request to budget for a FT Program Coordinator when the future opportunity arises.
 - **PRIMARY FUNCTION:** Under the direction of the Library Manager and Chief Executive Officer, the Program Manager carries out the day-to-day planning of library programs.
- ✓ *Moved by Agnes, seconded by Gary;
THAT all three job descriptions be approved.*

Carried

6.3 Community Committee

- Poppy Project
 - ✓ **Moved by Agnes Seconded by Gary**

THAT the Library Board support the project in principal; AND THAT a trial for 2021 to display the poppies on the fence be allowed; AND THAT other locations could be looked at for future years.

Carried



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, May 27, 2021 @ 7:00 PM

Location: Teams Virtual meeting

2. New Business

- Dave P. provided an overview on the proposed re-structure of the Ontario Library Service (OLS)

3. Ongoing Business / Action items

- Facility update (Amanda)
 - Tower dates TBC at next meeting
 - A bit of vandalism was experienced this month. A window facing Toronto Street was broken twice at the front of the building. The window is now being replaced with tempered glass to hopefully avoid future issues.

4. Correspondence

- AMPLO colleagues: At its April 8, 2021 regular meeting, the Stormont, Dundas and Glengarry County Library Board approved the attached Resolution. Please bring this to the attention of your Library Boards.
 - ✓ Moved by Dave B. to receive for information and to table the correspondence until the September meeting. Seconded by Lynn
- Books go round – Corrinne noted that the Library has already donated some items and that it is a great program.
 - ✓ Moved by Dave B to receive for information. Seconded by Martin

5. Round Table

- Martin commented on the dust collected on the Wynn Statue. Corrinne will add it back into the cleaning rotation (use water only as requested by Wynn).

6. Council Connects

- Gary commented on the COVID numbers declining in Durham which is a good sign. He also added the trails and farmers market are well attended.
- Dave B. gave an update on the Culvert. The culvert should be completed by the end of June. Dave also mentioned that high speed broadband is being installed in Uxbridge. He also noted that Uxbridge is winning on the vaccination front. 72% of residents (18 and over) have had their first shot, which is the highest number in Durham Region.



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, May 27, 2021 @ 7:00 PM
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7. **Date of Next Board Meeting:** June 24, 7:00 PM
8. **Adjournment at 7:38**
 - ✓ **Moved by Gord; Seconded by Lynn**

Date	Vendor Check Name	Invoice Number	Invoice Description	Amount \$
2021-05-04	LIBRARY SERVICES CENTRE	603324	BOOKS	14.24
2021-05-04	LIBRARY SERVICES CENTRE	603324	BOOKS	8.64
2021-05-04	ELEXICON ENERGY	51001548-02/APR2021	HYDRO-MAR 8 TO APR 8	729.89
2021-05-04	BRUCE CLARK & SON PLUMBIN	12034	MAINTENANCE	168.48
2021-05-04	CORPORATE EXPRESS CANADA	C424797-00611244-LIB	OFFICE SUPPLIES-LIBRARY	291.54
2021-05-04	ENBRIDGE	113542251003/APR2021	ACTUAL-MAR 18 TO APR 19	705.82
2021-05-04	HYDRO ONE NETWORKS INC.	200072033278/APR2021	HYDRO-MAR 6 TO APR 8	331.69
2021-05-11	ROGERS	234-577581309/APR21	INTERNET-APR 22 TO MAY 21	135.59
2021-05-11	LIBRARY SERVICES CENTRE	603324	BOOKS	684.77
2021-05-11	LIBRARY SERVICES CENTRE	603659	BOOKS	461.93
2021-05-11	LIBRARY SERVICES CENTRE	603996	BOOKS	507.96
2021-05-11	BRODART CANADA COMPANY	059220	SUPPLIES	93.55
2021-05-13	GDL SOLUTIONS INC.	16-1052-LIBRARY	SERVICES-MAY-LIBRARY	2,041.91
2021-05-13	LIBRARY SERVICES CENTRE	82114	FIXED PRICE PROCESSING-202	2,398.43
2021-05-13	CIBC VISA	MAR 25 TO APR 24/21	EXPENSES-MAR 25 TO APR 24/	1,504.80
2021-05-20	11158465 CANADA INC. C/O JIM	779244	CARETAKING-MAY	1,536.80
2021-05-20	XEROX CANADA LTD.	85411303	COPIES	19.78
2021-05-20	CDW CANADA INC.	C248882	WARRANTY	316.69
2021-05-20	LAWNSCAPE	39920	GRASS CUTTING-MAY 3-LIB	28.25
2021-05-20	LAWNSCAPE	39925-LIBRARY	GRASS CUTTING-MAY 10-LIB	28.25
2021-05-20	PEGGY KENNEDY	PETTY CASH-MAY/21	PETTY CASH	229.20
2021-05-27	LIBRARY SERVICES CENTRE	604311	BOOKS	31.44
2021-05-27	BELL CANADA	9054732375/MAY2021	TELEPHONE-MAY	112.14
2021-05-27	LIBRARY SERVICES CENTRE	604310	BOOKS	383.17
2021-05-27	LIBRARY SERVICES CENTRE	604717	BOOKS	928.48
2021-05-27	BELL CANADA	9058529747/MAY2021	TELEPHONE-MAY	280.76
2021-05-27	DE LAGE LANDEN	8032157	COPIER-6/15/21 TO 7/14/21	196.50
				<u>14,170.70</u>

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

December 31, 2020

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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, 2020, 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, 2020, 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
June 24, 2021

The Corporation of the Township of Uxbridge Library Board

Statement of financial position

As at December 31, 2020

	Notes	2020 \$	2019 \$
Assets			
Financial assets			
Cash	2	520	520
Temporary investments	2	103,164	102,981
Accounts receivable		15,602	18,452
Due from Township of Uxbridge		267,274	151,855
		386,560	273,808
Liabilities			
Accounts payable and accrued liabilities		61,858	28,361
Deferred revenues		10,784	11,516
Post-employment benefits liability	4	1,159	9,820
		73,801	49,697
Net financial assets		312,759	224,111
Non-financial assets			
Tangible capital assets	5	361,334	360,333
Prepaid expenses		812	577
		362,146	360,910
Accumulated surplus	6	674,905	585,021

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

The Corporation of the Township of Uxbridge Library Board

Statement of operations

Year ended December 31, 2020

	Notes	Budget \$	2020 Actual \$	2019 Actual \$
		(Note 7)		
Revenue				
Grants				
Township of Uxbridge - operating		844,380	713,880	847,955
Province of Ontario		24,176	29,357	62,362
Other grants		8,000	21,911	10,584
Income from other funds				
Bascom Trust Fund		90	90	90
Todorow Reserve Fund		1,811	1,811	1,811
Interest		400	701	1,083
Fines and fees		30,941	6,004	48,317
Donation of tangible capital assets	5	—	4,657	9,159
Donations and fundraising		2,250	1,955	12,421
		912,048	780,366	993,782
Expenses				
Salaries and wages		501,908	292,462	425,576
Benefits	3	114,947	65,883	82,838
Repairs and maintenance		56,700	85,960	94,332
Utilities		39,620	23,167	30,975
Sundry		37,657	23,099	35,684
Computer maintenance		36,400	31,734	35,697
Township of Uxbridge - repayment to reserve	8	25,046	25,046	25,046
Janitor and expenses		21,500	12,829	23,557
Other supplies		8,850	2,597	11,583
Transfer to the Township of Uxbridge - Capital		—	37,791	43,371
		842,628	600,568	808,659
Amortization expense		95,000	89,914	92,695
		937,628	690,482	901,354
Annual surplus (deficit)		(25,580)	89,884	92,428
Accumulated surplus, beginning of year		535,543	585,021	492,593
Accumulated surplus, end of year		509,963	674,905	585,021

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

The Corporation of the Township of Uxbridge Library Board

Statement of change in net financial assets

Year ended December 31, 2020

	Budget	2020	2019
	\$	Actual	Actual
	(Note 7)	\$	\$
Annual surplus (deficit)	(25,580)	89,884	92,428
Acquisition of tangible capital assets	(69,420)	(90,915)	(74,067)
Amortization of tangible capital assets	95,000	89,914	92,695
	—	88,883	111,056
(Increase) decrease in prepaid expenses	—	(235)	5,631
Change in net financial assets	—	88,648	116,687
Net financial assets, beginning of year	(14,716)	224,111	107,424
Net financial assets, end of year	(14,716)	312,759	224,111

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

Draft

The Corporation of the Township of Uxbridge Library Board

Statement of cash flows

Year ended December 31, 2020

	2020	2019
	\$	\$
Operating activities		
Annual surplus (deficit)	89,884	92,428
Items not involving cash		
Amortization expense	89,914	92,695
Donation of tangible capital assets	(4,657)	(9,159)
Change in non-cash operating items		
Decrease in accounts receivable	2,850	1,882
Increase in due from Township of Uxbridge	(115,419)	(45,198)
Increase in temporary investments	(183)	(1,602)
(Increase) decrease in prepaid expenses	(235)	5,631
Increase (decrease) in accounts payable and accrued liabilities	33,497	(79,998)
(Decrease) increase in deferred revenues	(732)	8,300
Decrease in post-employment benefits liability	(8,661)	(71)
	86,258	64,908
Capital activity		
Acquisition of tangible capital assets (net of donated tangible capital assets)	(86,258)	(64,908)
Change in cash	—	—
Cash, beginning of year	520	520
Cash, end of year	520	520

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

The Corporation of the Township of Uxbridge Library Board

Notes to the financial statements

December 31, 2020

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, 2020

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	2020 Total	2019 Total
	\$	\$	\$	\$
Operating Fund	384	57,881	58,265	58,082
Reserve Fund (Note 6)	136	45,283	45,419	45,419
	520	103,164	103,684	103,501

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, 2020, 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 \$19,429 (\$21,415 in 2019).

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, 2020.

The Corporation of the Township of Uxbridge Library Board

Notes to the financial statements

December 31, 2020

4. Post-employment benefits liability (continued)

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

(a) *General inflation*

A rate of 2.0% (2.25% IN 2019) per year is used.

(b) *Interest (discount) rate*

A rate of 3.1% (3.8% in 2019) is used to determine liabilities at the beginning of the fiscal period and for extrapolations during the period. A rate of 2.4% (3.1% in 2019) is used to determine liabilities at the end of the fiscal period.

(c) *Health and dental rate*

Drug costs are presumed to increase 6.5% (8.0% in 2019) after the first year, this rate reducing linearly to 5% after 3 years (6 years in 2019). Non-drug 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:

	2020 \$	2019 \$
Accrued benefit liability, at January 1	9,820	9,891
Decrease during the current year	(8,661)	(71)
Accrued benefit liability, at December 31	<u>1,159</u>	<u>9,820</u>

5. Tangible capital assets

	Collections \$	Furniture and equipment \$	Computer systems \$	2020 Total \$	2019 Total \$
Balance, beginning of year	548,056	207,742	28,056	783,854	802,498
Additions	62,346	28,569	—	90,915	74,067
Disposals	(80,024)	—	—	(80,024)	(92,711)
Balance, end of year	<u>530,378</u>	<u>236,311</u>	<u>28,056</u>	<u>794,745</u>	<u>783,854</u>
Accumulate amortization					
Balance, beginning of year	280,293	132,911	10,317	423,521	423,537
Amortization expense	77,031	10,471	2,412	89,914	92,695
Disposals	(80,024)	—	—	(80,024)	(92,711)
Balance, end of year	<u>277,300</u>	<u>143,382</u>	<u>12,729</u>	<u>433,411</u>	<u>423,521</u>
Book value, end of year	<u>253,078</u>	<u>92,929</u>	<u>15,327</u>	<u>361,334</u>	<u>360,333</u>

During the year \$4,657 (\$9,159 in 2019) 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, 2020

6. Accumulated surplus

Accumulated surplus consists of the following:

	Balance January 1, 2020 \$	Change during the year \$	Balance December 31, 2020 \$
Invested in tangible capital assets	360,333	1,001	361,334
Operating	179,269	88,883	268,152
Reserve Fund	45,419	—	45,419
	585,021	89,884	674,905

7. Budget figures

The approved budget for 2020 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.

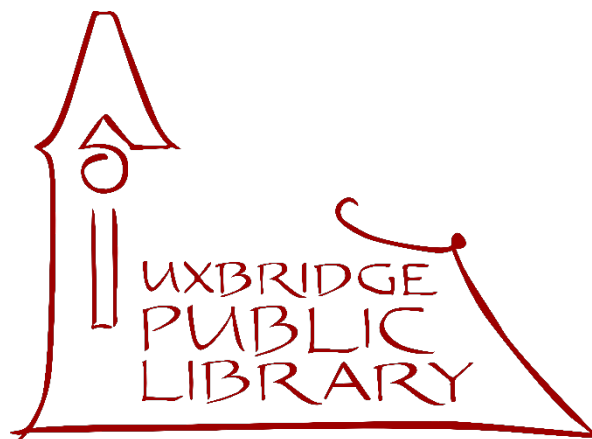
Budget figures have been reclassified for purposes of these financial statements to comply with PSAS reporting requirements.

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 2020, and future payments in the amount of \$18,069 will be made for the years 2021 through to 2024. These future commitments are non-interest bearing.

9. Significant event

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.



COVID-19 Safety Plan

**Uxbridge Public Library
9 Toronto Street South
Uxbridge, ON L9P 1P7**

AND

**Zephyr Public Library
13000 Durham Regional Rd 39
Zephyr, ON L0E 1T0**

**Date Completed: November 19, 2020
Revision Date: June 8, 2021**

The following Safety Plan has been developed for the Uxbridge Public Library located at 9 Toronto Street South, Uxbridge, ON and the Zephyr Public Library located at 13000 Durham Regional Rd 39, Zephyr, ON. The plan has been developed in accordance with the Province of Ontario COVID-19 Response Framework: Keeping Ontario Safe and Open, dated November 3, 2020; Ontario Regulation 364/20: Rules for Areas in Stage 3, as amended by Ontario Regulation 642/20 (November 6, 2020); and Ontario Regulation 263/20: Rules for Areas in Stage 2, as amended by Ontario Regulation 642/20 (November 6, 2020). This new Safety Plan follows the new Three (3) Step reopening as amended by Ontario Regulation 440/21 (June 7, 2021).

The Safety Plan describes the measures and procedures which have been implemented or will be implemented by the Library to reduce the transmission risk of COVID-19 based on each of the above levels of public health measures. As the Province determines changes to the public health measures for the Region of Durham, the Library will adjust operations in accordance with this plan.

The Uxbridge Public Library Board understands that all Safety Plans for the library facility will be based on orders and recommendations from health authorities and the Governments of Ontario and Canada. This is a fluid document and will be revisited and revised regularly by the Library's management team as more information is made available. The updated Safety Plan will be forwarded to the Library Board and the Library's Health and Safety Worker Representatives for comments and feedback.

The Safety Plan will be shared with all staff and posted in a prominent location.

Screening:

1. Staff shall self-screen prior to arriving at the Library and call their Manager if they are exhibiting any symptoms of COVID-19.
2. Completion of an email based self-screening mandatory before beginning work as an additional precaution.
3. If self-screening is not passed, then staff must not enter the workplace and must self-isolate immediately. Staff must contact their supervisor (corrinne.morrison@uxlib.com) and seek and follow medical advice before they return to work.
4. If any staff shows symptoms of COVID-19 while at work, they should go home and self-isolate immediately. Staff must contact their Manager and advise them of the situation. Staff are recommended to take the online self-assessment at '<https://covid-19.ontario.ca/self-assessment/>' to learn whether a COVID-19 test is required.
5. If any staff tests positive for COVID-19, Township management will contact Durham Health at (905) 668-7711 for guidance and direction, which may include self-isolation for staff who were exposed, closing down the Library for disinfection, etc.
6. If any staff tests positive for COVID-19, Township management will give written notice within 4 days to the CAO, Council, all staff, the Ministry of Labour, WSIB, and the Township's Health and Safety Worker Representatives.

Controlling the Transmission of COVID-19

Staff:

1. Wearing of masks or face coverings is mandatory within the Library. Upon entry to the Library, Staff shall remove their personal, source protection mask and change into the required ASTM mask. This is a required Personal Protective Equipment (PPE).
2. Staff may remove masks to eat or drink ONLY within an area where they are physically distanced by more than 2m and no visitors are present.
3. Staff are required to wear either a face shield or safety glasses when not behind a plexiglass barrier or when 2m distancing is not able to be maintained.
4. Hand washing/sanitizing upon entering the Library and is required on a regular basis.
5. Sanitization of shared workstations is required at the end of each workday and when there is a switch of staff at that station.
6. Physical distancing of 2m will be maintained whenever possible in addition to a mask or face covering.
7. Proper coughing and sneezing etiquette is required and staff should avoid touching their face.
8. Face masks, face shields/safety glasses, and gloves will be made available for staff.
9. Staff are permitted to work from home as appropriate, and with approval of their Director/Manager/Supervisor.
10. All full and partial Staff meetings are to be held virtually.
11. Staff assisting visitors in an open area (not behind a plexiglass barrier) should wear face shields in addition to masks if not able to maintain 2m distance.

Facility:

1. Clear signage will be posted at all entrances with screening questions and instructions.
2. A physical barrier will be provided between staff and patrons.
3. Workstations will be separated by a minimum of 2m.
4. Floor markings will be in place to indicate proper physical distances.
5. **Access to washrooms will be for staff only.**

6. Exterior drop box is available for materials return. No returned items to be accepted at circulation desks.
7. All returned materials will be isolated for 24 hours before being checked in. High priority/demand items may be cleaned using the HomeSoap UV cleaner to allow for quick turnover.
- 8. Donated Materials will not be encouraged.**
- 9. Friends of the Library Sale Bookshelf will not be accessible to visitors.**
10. Washrooms will be cleaned daily, and high touch surfaces disinfected twice a day.
11. Only one (1) computer will have public access. Appointments for use must be booked ahead of time.
12. Material pick-up will be through the Express Desk. Traffic will move one way and there will be no access by the public to the rest of the building.

Visitors

1. Passive contact tracing for express pick-up users is maintained by means of circulation records.
2. Patrons entering the building to use the public access computer will be actively screened for COVID symptoms.
3. No one is permitted to enter the building if they are exhibiting any COVID-19 symptoms.
4. Visitors must wear a mask when inside the facility, disposable masks are available for any visitors who do not have a mask or face covering.
- 5. Patrons are encouraged to spend as little time as possible in the building (30 minute limit for computer use is maximum).**
6. No food or drink is allowed for visitors so they will not have a reason to remove masks.
7. On arrival, visitors must sanitize their hands with hand sanitizer.
- 8. When interacting with a patron and not behind a plexiglass barrier, staff will be required to wear both a mask and a face shield/safety glasses.**
9. For visitors using the public access computer, staff will provide assistance only if they can do so AND maintain a minimum 2m separation or if both individuals are wearing masks and face shields.

Cleaning, Disinfecting & Sanitizing

1. Sustainable Earth by Staples SE16 Hospital Grade Disinfectant will be used to sanitize all high touch areas of the facility every 4 hours.
2. Sustainable Earth by Staples SE16 Hospital Grade Disinfectant will be used to sanitize and disinfect all areas used by patrons as noted in registration and contact tracing logs.
3. All computers and electronics will be disinfected/sanitized using Sustainable Earth by Staples SE16 Hospital Grade Disinfectant OR an alcohol-based wipe between staff/patrons using the items. Items to be sanitized include, but are not limited to, computer keyboards, mouse, phones, keys, and printer/copier.
4. A log of all disinfection/sanitization completed by staff shall be created and used. Log to include cleaning locations, time of disinfection, product used and initials of individuals completing the disinfection/cleaning/sanitization.