



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, September 23, 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 June Minutes
5. Committees:

5.1 Finance –

- Final Financial statement
- June, July, August accounts
- August summary
- Donations/Grants
 - Materials - \$1500 from Friends for BBC DVDs,
 - \$500 Grant from International Dyslexia Association of Ontario for "decodable" books
 - Volumes of Giving donation \$745

5.2 Governance and HR Committee

- COVID updates – Corrinne
 - Prior to increasing hours, circulation had moved from roughly 35% of pre-COVID to a little over 50%
 - We have returned to almost pre-COVID hours! Mondays and Thursday evenings are back starting September 13
- Three new Adult staff have been hired and have completed training
- Staff Training
 - Defib in June,
 - Customers Without Masks in July/August and
 - Librarian's Guide to Homelessness for September

5.3 Community Committee

- Summer Reading Programs went very well (over 600 books reviewed - very close to our 2019 number)
- Camps were greatly enjoyed



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- Tourism Bar in high demand since beginning of September, we have added some "Study Spaces" in meeting room due to demand
- National Day for Truth and Reconciliation Programs (see attached)

6. New Business

7. Ongoing Business / Action items

- Facility update (Amanda)
 - Tower dates

8. Correspondence

- Tower Music: Email August 19, 2021

9. Round Table

10. Council Connects

11. Date of Next Board Meeting: October 22nd

12. Adjournment



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

Present: Donna Condon, Dave Phillips, Gord Shreeve, Corrinne Morrison, Amanda Ferraro, Agnes Croxford, Dwight Clements, Dave Barton

Regrets: Willie Popp, Lynn Klages, Gary Ruona, Martin Koolhaas,

1. Call to Order @ 7:04 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 Agnes, seconded by Dave B; carried*

4. Approval of January Minutes

✓ *Moved by Dave B, seconded by Dwight; carried*

5. Committees:

5.1 Finance –

- May accounts

✓ *Moved by Dave B, seconded by Agnes; carried*

- Audited Financial statement 2020 presented by Donna
 - Completed by Delloitte
 - No issues

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

- Corrine gave an update on phasing out the old Fabric chairs and gradually replacing them with new chairs that can be wiped down.



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5.2 Governance and HR Committee

- COVID Safety Plan for Stage 1 was received, and Stage 2 was discussed as we move into this phase on June 30th.

Stage 2:

- Allowed to open with 25% capacity.
- Stacks are open
- Masks are required
- Physical distancing is required
- Lineups indoors and out must be spaced 2m
- Indoor lineups require masks, outdoor lineups don't
- Active screening is still required for staff, passive screening for visitors

Planning to keep the Express Desk for Step 2 plus open the Children's Dept. for browsing by appt. in the mornings (10 – 12). Allow browsing in the adult department for the afternoons (1 - 4) with no appointments needed as 25% capacity is fine with such a large space and we don't need to space out arrivals for active screening.

- Three Summer students have been hired with a CSJ grant and Corrinne will be looking to hire PT staff for the Fall.

5.3 Community Committee

- Nothing to report

6. New Business

- No new business

7. Ongoing Business / Action items

- Facility update
 - Eaves have been cleaned and repaired. Waterproofing of the membrane in the trouble areas completed
 - Tower is set to start July 12 for approximately 10 weeks



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8. Correspondence

- N/A

9. Round Table

- N/A

10. Council Connects

- Lots happening within the Township: Fiber, paving, New Multi-Sport Court, New baseball diamond, Businesses opening, patios. Lots of positive news!

11. Date of Next Board Meeting: September 23rd, 2021

12. Adjournment 7:30 pm

- ✓ Moved by Agnes, seconded by Dwight; carried

Date	Vendor Name	Invoice Number	Invoice Description	Amount \$
2021-06-01	TRAZ LANDSCAPING & PROPERTY SERVICE	UXZ1-10-LIBRARY	GRASS CUTTING-MAY6-ZONE 1	\$33.90
2021-06-01	HYDRO ONE NETWORKS INC.	200072033278/MAY2021	HYDRO-APR 8 TO MAY 6	\$220.67
2021-06-01	TRAZ LANDSCAPING & PROPERTY SERVICE	UXZ1-11-LIB	GRASS CUTTING-MAY 10-LIBRARY	\$33.90
2021-06-03	ENBRIDGE	113542251003/MAY2021	ESTIMATE-APR 20 TO MAY 17	\$384.82
2021-06-03	THE COMPUTER MEDIA GROUP	1502160-IN	TONER CARTRIDGES	\$245.85
2021-06-03	LAWNSCAPE	39998-LIBRARY	GRASS CUTTING-MAY 24-LIBRARY	\$28.25
2021-06-03	TECHNICAL STANDARDS & SAFETY	6767256	MAINTENANCE	\$126.72
2021-06-03	ELEXICON ENERGY	51001548-02/MAY2021	HYDRO-APR 8 TO MAY 8	\$615.57
2021-06-08	CIBC VISA	EXP.-APR 25- MAY 24	EXPENSES-APR 25 TO MAY 24	\$1,387.47
2021-06-08	GDL SOLUTIONS INC.	16-1061-LIBRARY	SERVICES-JUNE-LIBRARY	\$2,041.91
2021-06-08	ROGERS	234-577581309/MAY/21	INTERNET-MAY 22 TO JUNE 21	\$135.59
2021-06-08	THE COMPUTER MEDIA GROUP	1502477-IN	TONER CARTRIDGE	\$82.93
2021-06-18	LIBRARY SERVICES CENTRE	604961	BOOKS	\$62.87
2021-06-18	LIBRARY SERVICES CENTRE	605370	BOOKS	\$354.57
2021-06-18	CORPORATE EXPRESS CANADA INC.	C430660-00611244-LIB	OFFICE SUPPLIES-LIBRARY	\$228.67
2021-06-18	LAWNSCAPE	40116-LIBRARY	GRASS CUTTING-MAY 31	\$28.25
2021-06-18	GARY BROWN MASONRY LTD.	APRIL202021	SUPPLIES AND GATE INSTALLATION	\$2,015.30
2021-06-18	LIBRARY SERVICES CENTRE	604960	BOOKS	\$555.50
2021-06-18	11158465 CANADA INC. C/O JIM NELSON	579105	CARETAKING-JUNE	\$1,536.80
2021-06-22	BELL CANADA	9054732375/JUNE2021	TELEPHONE-JUNE	\$112.14
2021-06-22	BELL CANADA	9058529747/JUNE2021	TELEPHONE-JUNE	\$280.76
2021-06-22	BIBLIOTHECA CANADA INC.	INV-CA05533	SUBSCRIPTION	\$1,450.00
2021-06-30	CORPORATE EXPRESS CANADA INC.	C436443-00611244/LIB	OFFICE SUPPLIES-LIBRARY	\$228.05
2021-06-30	DURHAM REGION -UTILITY FINANCE	788410000/MAY2021	WATER AND SEWER-FEB24-APR28	\$368.88
2021-06-30	ENBRIDGE	113542251003/JUN2021	ACTUAL-APR 20 TO JUNE 15	\$1,453.31
2021-06-30	TRAZ LANDSCAPING & PROPERTY SERVICE	202118-LIB	GRASS CUTTING-JUNE 2-LIB	\$33.90
2021-06-30	DE LAGE LANDEN	8071818	COPIER-7/15/21 - 8/14/21	\$196.50
2021-06-30	ENVY IRRIGATION INC.	25093	SERVICE	\$152.55
2021-06-30	LAWNSCAPE	40219-LIBRARY	GRASS CUTTING-JUNE 14-LIB	\$28.25
2021-06-30	LAWNSCAPE	40205-LIBRARY	GRASS CUTTING-JUNE 7-LIBRARY	\$28.25
2021-06-30	STOUFFVILLE GLASS INC.	2019489	MAINTENANCE	\$1,220.40
2021-06-30	TRAZ LANDSCAPING & PROPERTY SERVICE	202109-LIB	GRASS CUTTING-MAY 19-LIB	\$33.90
2021-06-30	TRAZ LANDSCAPING & PROPERTY SERVICE	202114-LIB	GRASS CUTTING-MAY 24-LIB	\$33.90
2021-06-30	TRAZ LANDSCAPING & PROPERTY SERVICE	202121-LIB	GRASS CUTTING-JUNE 11	\$33.90
2021-06-30	TRAZ LANDSCAPING & PROPERTY SERVICE	202127-LIBRARY	GRASS CUTTING-JUNE 25-LIB	\$33.90

2021-06-30 ELEXICON ENERGY
2021-06-30 HYDRO ONE NETWORKS INC.

51001548-02/JUNE2021 HYDRO-MAY 8 TO JUNE 8
200072033278/JUN2021 HYDRO-MAY 6 TO JUNE 5

\$767.69
\$157.35
\$16,733.17

Date	Vendor Name	Invoice Number	Invoice Description	Amount \$
2021-07-07	LIBRARY SERVICES CENTRE	605734	BOOKS	\$486.87
2021-07-07	LAWNSCAPE	40299-LIBRARY	GRASS CUTTING-JUNE 28-LIB	\$28.25
2021-07-07	BLUE HERON BOOKS	334388	BOOKS	\$41.98
2021-07-07	LIBRARY SERVICES CENTRE	606185	BOOKS	\$330.79
2021-07-07	TRIO ROOFING SYSTEMS INC.	30919	MAINTENANCE	\$6,926.90
2021-07-07	XEROX CANADA LTD.	85426184	COPIES	\$12.09
2021-07-12	D & L FIRE PROTECTION LIMITED	54042	ANNUAL INSPECTION	\$459.50
2021-07-12	GDL SOLUTIONS INC.	16-1077-LIB	SERVICES-LIBRARY	\$2,041.91
2021-07-12	LIBRARY SERVICES CENTRE	606526	BOOKS	\$272.43
2021-07-12	CIBC VISA	MAY 25 TO JUNE 24/21	EXPENSES MAY 25 TO JUNE 24	\$857.40
2021-07-12	LIBRARY SERVICES CENTRE	606901	BOOKS	\$440.17
2021-07-15	CORRINNE MORRISON	MILEAGE-DEFIB	MILEAGE	\$44.84
2021-07-15	JENNIFER THORSON	MILEAGE-DEFIB	MILEAGE	\$44.84
2021-07-15	KERRI DENT	MILEAGE-DEFIB	MILEAGE	\$44.84
2021-07-15	LESLIE NAGLE	MILEAGE-DEFIB	MILEAGE	\$44.84
2021-07-15	MARY BETH MCLEOD	MILEAGE-DEFIB	MILEAGE	\$44.84
2021-07-15	MAUREEN O'SHEA BROWN	MILEAGE-DEFIB	MILEAGE	\$44.84
2021-07-15	PEGGY KENNEDY	MILEAGE-DEFIB	MILEAGE	\$89.68
2021-07-15	BELL CANADA	9054732375/JULY2021	TELEPHONE-JULY	\$112.14
2021-07-15	BRODART CANADA COMPANY	061185	SUPPLIES	\$111.19
2021-07-15	DURHAM REGION -UTILITY FINANCE	7884100000/JULY2021	WATER AND SEWER-APR28-JUN29	\$405.49
2021-07-15	CATHY REESOR	MILEAGE-DEFIB	MILEAGE	\$89.68
2021-07-15	KIM BYFORD	MILEAGE-DEFIB	MILEAGE	\$13.57
2021-07-15	LAWNSCAPE	40431-LIBRARY	GRASS CUTTING-JULY 5-LIBRARY	\$28.25
2021-07-15	AMANDA PEARSON	MILEAGE-DEFIB	MILEAGE	\$44.84
2021-07-15	STANA WILSON	MILEAGE-DEFIB	MILEAGE	\$44.84
2021-07-15	TRAZ LANDSCAPING & PROPERTY SERVICE	202132-LIBRARY	GRASS CUTTING-JUNE 28-LIBRARY	\$33.90
2021-07-15	TRAZ LANDSCAPING & PROPERTY SERVICE	202125-LIBRARY	GRASS CUTTING-JUNE 17-LIBRARY	\$33.90
2021-07-15	BELL CANADA	9058529747/JULY2021	TELEPHONE-JULY	\$280.76
2021-07-15	LAKERIDGE HEALTH	B9357-Q1LIBRARY21	CARDIAC SAFE PRG-APR TO JUNE	\$282.50
2021-07-21	11158465 CANADA INC. C/O JIM NELSON	579114	CARETAKING - JULY	\$2,079.20
2021-08-03	UXBRIDGE ON-LINE INC.	UOL-NG2717	ANNUAL MEMBERSHIP FEBRUARY	\$99.00
2021-08-03	XEROX CANADA LTD.	85440827	PRINTER SUPPLIES	\$37.58
2021-08-03	LAWNSCAPE	40222-LIBRARY	GRASS CUTTING-JUNE 21-LIB	\$28.25
2021-08-06	CIBC VISA	JUNE 25-JULY 24/21	EXPENSES-JUNE 25 TO JULY 24	\$1,752.28

2021-08-18 HEAT-AIR MECHANICAL LTD.	33705	MAINTENANCE-JULY	\$2,430.95
2021-08-18 HEAT-AIR MECHANICAL LTD.	33797	PLUMBING LABOUR	\$449.18
2021-08-18 DELOITTE & TOUCHE LLP	8001980144	FOR PROF. SERVICES RENDERED	\$3,164.00
2021-08-18 BRUCE CLARK & SON PLUMBING &	12344	FOUNTAIN TEST AND REPAIR	\$113.00
2021-08-18 LAWNSCAPE	40450-LIBRARY	GRASS CUTTING-JULY 26-LIB	\$28.25
2021-08-18 LIBRARY SERVICES CENTRE	608034	BOOKS	\$198.83
2021-08-18 ENBRIDGE	113542251003/JUL2021	ESTIMATE-JUNE 16 TO JULY 16	\$226.34
2021-08-18 HEAT-AIR MECHANICAL LTD.	33856	SERVICE AND SUPPLIES	\$1,102.00
2021-08-18 HYDRO ONE NETWORKS INC.	200072033278/JUL2021	HYDRO-JUNE 5 TO JULY 8	\$156.90
2021-08-18 DE LAGE LANDEN	8117923	COPER - 8/15 - 9/14	\$196.50
2021-08-18 LAWNSCAPE	40446-LIBRARY	GRASS CUTTING-JULY 19-LIB	\$28.25
2021-08-18 LIBRARY SERVICES CENTRE	607596	BOOKS	\$753.26
2021-08-18 LIBRARY SERVICES CENTRE	608699	BOOKS	\$254.28
2021-08-18 ROGERS	234-577581309/JU2021	INTERNET-JUNE 22 TO AUG 21	\$271.18
2021-08-18 LIBRARY SERVICES CENTRE	608462	BOOKS	\$526.04
2021-08-19 BELL CANADA	9054732375/AUG2021	TELEPHONE-AUG	\$112.14
2021-08-19 LAWNSCAPE	40675-LIBRARY	GRASS CUTTING-AUG 9-LIBRARY	\$28.25
2021-08-19 LAWNSCAPE	40577-LIBRARY	GRASS CUTTING-AUG 2-LIBRARY	\$28.25
2021-08-19 BELL CANADA	9058529747/AUG2021	TELEPHONE-AUG	\$280.76
2021-08-19 TRAZ LANDSCAPING & PROPERTY SERVICE	202145-LIBRARY	GRASS CUTTING-JULY 30-LIB	\$33.90
2021-08-19 TRAZ LANDSCAPING & PROPERTY SERVICE	202141-LIBRARY	GRASS CUTTING-JULY 23-LIBRARY	\$33.90
2021-08-19 TRAZ LANDSCAPING & PROPERTY SERVICE	202138-LIBRARY	GRASS CUTTING-JULY 17-LIBRARY	\$33.90
			<u>\$28,184.44</u>

Township of Uxbridge
Library Summary Report
For the Eight Months Ending August 31, 2021

	YTD Actual	YTD Budget	YTD Variance	2021 Budget
<u>Operating Expenses:</u>				
Library Materials Purchased	35,896	44,384	8,488	66,770
<u>Programming:</u>				
Programs	248	2,848	2,600	4,300
Welcome Centre	1,845	0	-1,845	0
Promotion	0	256	256	400
Total Programming	2,093	3,104	1,011	4,700
Administrative Costs	5,618	10,344	4,726	15,550
Repairs and Maintenance	51,209	65,496	14,287	98,300
Utilities	14,997	21,634	6,637	32,475
<u>Equipment & Maintenance:</u>				
Photocopying	758	1,192	434	1,805
Equipment Maintenance	1,372	1,664	292	2,500
Hardware and Software	5,376	6,792	1,416	10,200
Computer Maintenance	17,458	18,528	1,070	27,800
ISPN fees	1,451	3,024	1,573	4,550
Total Equipment	26,415	31,200	4,785	46,855
Salaries, Wages & Benefits	253,620	388,888	135,268	583,402
Professional Development	125	2,728	2,603	4,100
Health & Safety	509	1,280	771	1,925
Mileage	196	728	532	1,100
Repayment to Town Reserve	0	17,024	17,024	25,547
COVID-19 Cost Savings	0	-27,128	-27,128	-40,700
Total Expenses - Per Budget	390,678	559,682	169,004	840,024
<u>Other Items:</u>				
Amortization - TCA	47,500	55,328	7,828	83,000
Amortization - Other	0	8,000	8,000	12,000
Transfer to TCA	-31,948	0	31,948	0
	15,552	63,328	47,776	95,000
Total Expenses	406,230	623,010	216,780	935,024

Township of Uxbridge
Library Summary Report
For the Eight Months Ending August 31, 2021

Operating Revenues:

Grants:

	YTD Actual	YTD Budget	YTD Variance	2021 Budget
Municipal Grants	393,574	524,760	-131,187	787,147
Provincial Grant	0	16,112	-16,112	24,176
Summer Student Grant	8,082	5,328	2,754	8,000
Total Grants	401,656	546,200	144,545	819,323

Donations:

Material Donations	596	1,328	-732	2,000
Total Donations	596	1,328	732	2,000

Fundraising:

Other Revenue:

Discard Books	45	600	-555	900
Programming Revenue	3,926	4,664	-738	7,000
Room Rentals	68	928	-860	1,400
Late Fines	2,074	2,664	-590	4,000
Genealogy Income	330	200	130	300
Interest Income	724	1,528	-804	2,301
Sundry	608	1,856	-1,248	2,800
Total Other Revenue	7,775	12,440	4,666	18,701

Total Revenues - Per Budget	410,027	559,968	149,943	840,024
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Items not Budgeted:

Other Grants (2)	864	0	864	0
	864	0	-864	0

Total Revenues	410,891	559,968	149,079	840,024
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Net Expenditures - Per Budget	-19,349	-286	19,061	0
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Net Expenditures	-4,661	63,042	67,701	95,000
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National Day for Truth and Reconciliation,

The holiday was created as a part of actions from the Truth and Reconciliation Commission to honour Survivors of residential schools, their families, and communities, and ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process.

Program plans for the library.

- 1) Library will be closed on September 30th.
- 2) We have created displays in both the Adult and Children's sections that highlight many of our items that relate to the topic. We have also created bookmarks with these titles listed so that people can reserve items even if they are currently on loan.
- 3) We have an origami raven project that we will encourage adults to make and hang in our windows or their own home. This is a project that was initiated in BC and we will have the reasoning for the project available as a learning tool for interested patrons.
- 4) We have created "take home" packages for families that include activity suggestions and two recipes to promote learning and family discussions. These will be available from September 15 through 29.
- 5) Throughout September, we will have at related storytime readings released on Facebook.
- 6) The Children's garden shown below, reflects Phyllis Webstad's story.
- 7) The Horticultural Society did an amazing job on the garden renovation!



----- Original Message -----

From: Glenn Arnold

To: Dave Phillips

Cc: Dave Barton

Date: August 19, 2021 at 2:56 PM

Subject: Library

Hi Dave. Long time since I've seen you.

Just wanted to drop you a note regarding the library.

I see the tender has been let and maybe work has started. Congratulations to you all for securing the funding to restore this historic and valuable building to its former glory.

I just have a single as...

Could we leave the playing of "raindrops keep falling on my head" and similar ditties to Scott Rutledge's clock. Let the old clock chime as it did, in keeping with the character of the building.

All the best for a successful and on budget project!

Glenn Arnold