



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, October 28, 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 September Minutes**
5. **Committees:**
 - 5.1 **Finance – Amanda**
 - September accounts
 - Q3 report
 - Budget prep and timelines
 - Capital projects
 - 5.2 **Governance and HR Committee**
 - COVID updates - Corrinne
 - Sundays to return in January
 - 5.3 **Community Committee**
 - Virtual programs continue – Corrinne
 - Gerri Lynn O'Connor Children's Library ceremony
 - December meeting and staff recognition night - Amanda
6. **New Business**
7. **Ongoing Business / Action items**
 - Facility update (Amanda)
 - Tower update
8. **Correspondence**
9. **Round Table**
10. **Council Connects**



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11. Date of Next Board Meeting: November 25th.

12. Adjournment



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, September 23, 2021 @ 7:00 PM

Location: Teams Virtual meeting

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

Regrets: Dwight Clements, Donna Condon,

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 Dave B, seconded by Agnes; carried*

4. Approval of January Minutes

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

5. Committees:

5.1 Finance –

- Final Financial statement
- ✓ *Moved by Dave B, seconded by Willie; carried*
- June, July, August accounts
- ✓ *Moved by Gary, seconded by Willie; carried*
- August summary recieved
- Donations/Grants
 - Materials - \$1500 from Friends for BBC DVDs,
 - \$500 Grant from International Dyslexia Association of Ontario for "decodable" books



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- 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
- 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)
 - Durham and York partnered on a video.
 - Releases online on September 30th.

6. New Business

- N/A

7. Ongoing Business / Action items

- Facility update (Amanda)
 - Tower updates / progress
 - Scaffolding in place.
 - Exterior louvres have been removed.



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- Speaker boxes and speaker temporarily removed and stored on site.
- Clock level tower floor access opening relocated.
- Intermediate level floor framing in place.
- Interior wood framing in progress at time of review.
- Chimney - There appears to be a few loose bricks on the street side of the chimney that should be addressed to prevent them from further deterioration or potentially falling out of place. Amanda getting a price on this. * Dave B suggested that we double check cap for chimney at the same time.

8. Correspondence

- Tower Music: Email August 19, 2021
- Music vs Chimes discussion. No changes were made.

9. Round Table

- October 21 Toronto Festival of Authors – on-line
- Book Drunkard Literary Festival ... Oct. 13 - Nov. 28th



- Blue Heron Books has once again crafted an amazing selection of literary events for the 3rd Book Drunkard Literary Festival. Eighteen events over seven weeks are on offer.

10. Council Connects

- Downtown revitalization – surveys – what we need?
 - Planning Partnership recommendations in October.
- Santa Clause Parade – coming November 20th



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- COVID numbers decreasing in Durham Region
- New Construction
 - MultiSport Courts and Baseball Diamond.

11. Date of Next Board Meeting: October 28th

12. Adjournment 7:44 pm

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

Date	Vendor Name	Invoice Number	Invoice Description	Amount \$
2021-09-02	ELEXICON ENERGY	51001548-02/AUG2021	HYDRO-JULY 8 TO AUG 8	\$1,277.72
2021-09-02	BLUE HERON BOOKS	336395	BOOKS	\$0.83
2021-09-02	GLOBAL INDUSTRIAL CANADA, INC.	632631	CARETAKING SUPPLIES	\$82.93
2021-09-02	HYDRO ONE NETWORKS INC.	200072033278/AUG2021	HYDRO-JULY 8 TO AUG 7	\$124.66
2021-09-02	11158465 CANADA INC. C/O JIM NELSON	579124	CARETAKING-AUGUST	\$1,898.40
2021-09-02	LAKERIDGE HEALTH	B9357-230621-LIBRARY	PAD CERTIFICATION-LIBRARY	\$484.30
2021-09-02	XEROX CANADA LTD.	85456573	COPIES	\$73.48
2021-09-02	PRESSE COMMERCE	PERSO009068883	BOOKS	\$388.44
2021-09-02	TRAZ LANDSCAPING & PROPERTY SERVICE	202152-LIBRARY	GRASS CUTTING-AUG 9-LIBRARY	\$33.90
2021-09-02	TRAZ LANDSCAPING & PROPERTY SERVICE	202149-LIBRARY	GRASS CUTTING-AUG 2-LIBRARY	\$33.90
2021-09-02	TRAZ LANDSCAPING & PROPERTY SERVICE	202135-LIBRARY	GRASS CUTTING-JULY 9-LIBRARY	\$33.90
2021-09-02	TRAZ LANDSCAPING & PROPERTY SERVICE	202158-LIBRARY	GRASS CUTTING-AUG 25-LIB-ZONE1	\$33.90
2021-09-02	DE LAGE LANDEN	8132496	COPIER-9/15/21-10/14/21	\$196.50
2021-09-02	TRAZ LANDSCAPING & PROPERTY SERVICE	202155-LIBRARY	GRASS CUTTING-AUG 18-LIB-ZONE1	\$33.90
2021-09-02	UXBRIDGE ON-LINE INC.	UOL-NG2717-HST	BALANCE OWING	\$12.87
2021-09-02	BLUE HERON BOOKS	336175	BOOKS	\$69.64
2021-09-02	GLOBAL INDUSTRIAL CANADA, INC.	630383	CARETAKING SUPPLIES	\$118.33
2021-09-02	HEAT-AIR MECHANICAL LTD.	34007	SERVICE	\$395.50
2021-09-02	LAWNSCAPE	40680-LIBRARY	GRASS CUTTING-AUG 1-LIBRARY	\$28.25
2021-09-02	LAWNSCAPE	40690-LIBRARY	GRASS CUTTING-AUG 23-LIB	\$28.25
2021-09-02	LAWNSCAPE	40433-LIBRARY	GRASS CUTTING-JULY 12-LIBRARY	\$28.25
2021-09-02	MARTY S WINDOW CLEANING	03/AUG 2021	WINDOW CLEANING-BOTTOM EXT	\$113.00
2021-09-08	ELEXICON ENERGY	51001548-02/JULY2021	HYDRO-JUNE 8 TO JULY 8	\$1,199.03
2021-09-13	CIBC VISA	JULY 25 TO AUG 24/21	EXPENSES-JULY 25 TO AUG 24	\$1,305.01
2021-09-17	ANNICK PRESS	RA0921-01	SERVICES	\$28.25
2021-09-17	BELL CANADA	9058529747/SEPT2021	TELEPHONE-SEPTEMBER	\$280.76
2021-09-17	DURHAM REGION -UTILITY FINANCE	7884100000/SEPT2021	WATER AND SEWER-JUNE29-AUG26	\$591.70
2021-09-17	GDL SOLUTIONS INC.	16-1093-LIBRARY	SERVICES-SEPT-LIBRARY	\$2,041.91
2021-09-17	LAWNSCAPE	40839-LIBRARY	GRASS CUTTING-AUG 30-LIB	\$28.25
2021-09-17	LIBRARY SERVICES CENTRE	609396	BOOKS	\$1,171.95
2021-09-17	LIBRARY SERVICES CENTRE	609803	BOOKS	\$877.68
2021-09-17	ROGERS	234-577581309/AUG21	INTERNET-AUG 22 TO SEPT 21	\$135.59
2021-09-17	TRAZ LANDSCAPING & PROPERTY SERVICE	202172-LIBRARY	GRASS CUTTING-SEPT 3-LIB-ZONE1	\$33.90
2021-09-17	LIBRARY SERVICES CENTRE	610128	BOOKS	\$921.05
2021-09-17	LIBRARY SERVICES CENTRE	609054	BOOKS	\$146.50

2021-09-28 BELL CANADA	9054732375/SEPT2021	TELEPHONE-SEPT	\$112.14
2021-09-28 BLUE HERON BOOKS	338222	BOOKS	\$420.83
2021-09-28 LAWNSCAPE	40941-LIBRARY	GRASS CUTTING-SEPT 13-LIB	\$28.25
2021-09-28 LAWNSCAPE	40943-LIBRARY	GRASS CUTTING-SEPT 20-LIB	\$28.25
2021-09-28 LIBRARY SERVICES CENTRE	610545	BOOKS	\$157.47
2021-09-28 TRAZ LANDSCAPING & PROPERTY SERVICE	202178-LIBRARY	GRASS CUTTING-SEPT 13-LIB	\$33.90
2021-09-28 TRAZ LANDSCAPING & PROPERTY SERVICE	202175-LIBRARY	GRASS CUTTING-SEPT 8-LIBRARY	\$33.90
2021-09-28 LAKERIDGE HEALTH	B9357-100621-LIBRARY	PAD CERTIFICATION-LIBRARY	\$226.00
2021-09-28 HEAT-AIR MECHANICAL LTD.	34103	SERVICE	\$751.45
2021-09-28 XEROX CANADA LTD.	85466804	COPIES	\$37.32
2021-09-28 LIBRARY SERVICES CENTRE	610937	BOOKS	\$914.16
2021-09-28 11158465 CANADA INC. C/O JIM NELSON	579133	CARETAKING-SEPT	\$1,988.80
			<u>\$18,984.90</u>

**Township of Uxbridge
Library Summary Report
For the Nine Months Ending September 30, 2021**

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Budget	YTD Variance	2021 Budget
<u>Operating Expenses:</u>						
Library Materials Purchased	\$9,989	\$16,644	\$41,937	\$49,932	\$7,995	\$66,770
<u>Programming:</u>						
Programs	446	1,068	448	3,204	2,756	4,300
Welcome Centre	0	0	1,845	0	-1,845	0
Promotion	0	96	0	288	288	400
Total Programming	446	1,164	2,293	3,492	1,199	4,700
Administrative Costs	7,973	3,879	10,452	11,637	1,185	15,550
Repairs and Maintenance	11,886	24,561	54,673	73,683	19,010	98,300
Utilities	4,841	8,113	17,214	24,338	7,124	32,475
<u>Equipment & Maintenance:</u>						
Photocopying	0	447	758	1,341	583	1,805
Equipment Maintenance	488	624	1,649	1,872	223	2,500
Hardware and Software	364	2,547	5,405	7,641	2,236	10,200
Computer Maintenance	5,516	6,948	19,297	20,844	1,547	27,800
ISPN fees	641	1,134	1,664	3,402	1,738	4,550
Total Equipment	7,009	11,700	28,773	35,100	6,327	46,855
Salaries, Wages & Benefits	131,913	145,833	309,233	437,499	128,266	583,402
Professional Development	125	1,023	125	3,069	2,944	4,100
Health & Safety	910	480	1,164	1,440	276	1,925
Mileage	0	273	196	819	623	1,100
Repayment to Town Reserve	25,547	6,384	25,547	19,152	-6,395	25,547
COVID-19 Cost Savings	0	-10,173	0	-30,519	-30,519	-40,700
Total Expenses - Per Budget	200,639	209,881	491,607	629,642	138,035	840,024
<u>Other Items:</u>						
Amortization - TCA	23,750	20,748	71,250	62,244	-9,006	83,000
Amortization - Other	0	3,000	0	9,000	9,000	12,000
Transfer to TCA	0	0	-31,948	0	31,948	0
	23,750	23,748	39,302	71,244	31,942	95,000
Total Expenses	224,389	233,629	530,909	700,886	169,977	935,024

**Township of Uxbridge
Library Summary Report
For the Nine Months Ending September 30, 2021**

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Budget	YTD Variance	2021 Budget
<u>Operating Revenues:</u>						
<u>Grants:</u>						
Municipal Grants	196,787	196,785	590,360	590,355	5	787,147
Provincial Grant	0	6,042	0	18,126	-18,126	24,176
Summer Student Grant	0	1,998	8,082	5,994	2,088	8,000
Total Grants	196,787	204,825	598,442	614,475	16,033	819,323
<u>Donations:</u>						
Specified Donations	2,000	0	2,000	0	2,000	0
Material Donations	52	498	570	1,494	-924	2,000
Total Donations	2,052	498	2,570	1,494	-1,076	2,000
<u>Fundraising:</u>						
Volumes of Giving	745	0	745	0	745	0
Total Fundraising	745	0	745	0	-745	0
<u>Other Revenue:</u>						
Discard Books	35	225	55	675	-621	900
Programming Revenue	3,925	1,749	3,926	5,247	-1,321	7,000
Room Rentals	34	348	68	1,044	-976	1,400
Late Fines	1,271	999	2,519	2,997	-478	4,000
Genealogy Income	290	75	390	225	165	300
Interest Income	0	573	724	1,719	-995	2,301
Sundry	457	696	769	2,088	-1,319	2,800
Total Other Revenue	6,012	4,665	8,451	13,995	5,545	18,701
Total Revenues - Per Budget	205,596	209,988	610,208	629,964	19,757	840,024
<u>Items not Budgeted:</u>						
Other Grants (2)	0	0	864	0	864	0
	0	0	864	0	-864	0
Total Revenues	205,596	209,988	611,072	629,964	18,894	840,024
Net Expenditures - Per Budget	-4,957	-107	-118,601	-322	118,278	0
Net Expenditures	18,793	23,641	-80,163	70,922	151,083	95,000