



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, February 24th, 2022 @ 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 December Minutes
 - Note: The January meeting was cancelled due to a power outage.
5. Committees:
 - 5.1 Finance – Amanda
 - November, December and January accounts
 - Budget update
 - Inclusive Community Grant – Deadline March 3rd.
 - NVR Replacement – Replace defective recorder
 - Move the unit to the basement Network room.
 - Watchnet 64 channel: Equipment & Installation \$8,580 plus HST
 - Staff are requesting to sole source Phantom Security Group Inc. (By-law 2018-034, Procurement Policies and Procedures, Section 8.12 (a) i.), as they have standardized our security technology and provide support across the municipality.
 - Request a Motion THAT the Library Board agree to sole source to Phantom Security Group Inc. for the quoted price of \$8,580.00 plus HST
 - 5.2 Governance and HR Committee
 - COVID updates - Corrinne
 - Re-open to Browsing January 31st
 - Sundays return Feb. 6th
 - My Main Street grant – Amanda
 - Possible funding for expanded service / washrooms



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- Policies review
 - Open Access Policy
 - Diversity and Inclusion Policy
 - Equity, Diversity and Inclusion Blue Print

5.3 Community Committee

- Gerri Lynn O'Connor Children's Library ceremony update
- Durham College is seeking 2 new Governors, particularly those with expertise in agriculture or skilled trades, these are volunteer positions.
 - Please see the link below for details.
<https://durhamcollege.ca/about/governance/board-of-governors/vacancies>

6. New Business

7. Ongoing Business / Action items

- Facility update

8. Correspondence

9. Round Table

10. Council Connects

11. Date of Next Board Meeting: Thursday March 24th @ 7 pm

12. Adjournment



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, December 2nd, 2021 @ 7:00 PM

Location: Teams Virtual meeting

Present: Dave Phillips, Corrinne Morrison, Amanda Ferraro, Agnes Croxford, Willie Popp, Gary Ruona, Gord Shreeve, Dwight Clements, Martin Koolhaas

Regrets: Dave Barton, Donna Condon, Lynn Klages,

1. Call to Order @ 7:05 pm.

- 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 Willie; carried*

4. Approval of October Minutes

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

5. Committees:

5.1 Finance – Amanda

- October accounts

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

- 2022 & 2023 Operating Budget
- 2022 & 2023 Capital Budgets

✓ *Moved by Gord,*

- *That the 2022 & 2023 Operating, and Capital budget be forwarded to Council for their budget discussions for consideration.,*
- *seconded by Dwight; carried*

5.2 Governance and HR Committee

- COVID updates - Corrinne
 - Sundays to return in January
- Ontario Library Service Board Assembly Meeting – see attached.



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- Information and resources related to **board self-evaluation & assessment** have been posted in [Year 3 of the Governance HUB](#), which focuses on Assessing & Planning for the Future. This includes the sample individual self-evaluation form developed by the Ontario Library Service, as well as forms developed by other libraries across the province.
- Ontario Library Service's sample policy on **board evaluation**.
https://www.olservice.ca/files/docs/develop/publications/samplepolicies/Trillium_policies_en/GovernancePolicies/GOV09BoardEvaluation-2018.docx

5.3 Community Committee

- Book Challenges –
 - Suggestion to review the Township's new Equality, Diversity and Inclusion policy at the January meeting.
 - Suggestion to review the Libraries Controversial Material Policy to ensure it is aligned with the EDI policy and updated if needed.
- Updates: OverDrive just under 2000 loans per month and PressReader ranges from 13,000 – 26,000 article opens per month. Currently averaging 4000 item checkouts per month in the library. Lots of use.
- Gerri Lynn O'Connor Children's Library ceremony – moving forward in the new year.
- December dinner and staff recognition night has been moved to the Arena. There is lots of space available. COVID Screening and Vaccination passport required.

6. New Business

7. Ongoing Business / Action items

- Facility update – tower is completed. It is cleaner, safer and all around better.
- Clock doctor – looking for four parts to complete the repair. An alternate solution is also being looked at.

8. Correspondence

9. **Round Table** – staff is amazing! Facebook comments – praise to Libraries and to our staff.

10. Council Connects –



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- Gary - Zephyr Library book sale brought in \$266 – Thank you note to be sent to June.
- Willie – Thank you for getting the Tower done in time for Remembrance Day. The Santa Claus parade was a huge success. “Holly Batman it was a great parade”. Council now goes into budget next week and the Downtown revitalization committee will be wrapping up its first phase and applying for a grant for the next phase.
- Dave P. mentioned how good the International Men’s Day Event was. It was very interesting and hoping it will be done again.

11. Date of Next Board Meeting: Thursday January 27th @ 7 pm

12. Adjournment 8:09 pm

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

Date	Vendor ID	Vendor Name	Invoice Number	Invoice Description	Amount \$
2021-11-01	ENB001	ENBRIDGE	113542251003/OCT2021	ACTUAL-AUG 17 TO OCT 17	\$56.77
2021-11-01	DEL002	DE LAGE LANDEN	8212956	COPIER-11/15/21-12/14/21	\$254.26
2021-11-01	VER001	ELEXICON ENERGY	51001548-02/OCT2021	HYDRO-SEPT 8 TO OCT 8	\$980.67
2021-11-12	BLU001	BLUE HERON BOOKS	340243	BOOKS	\$114.17
2021-11-12	BLU001	BLUE HERON BOOKS	340920	BOOKS	\$193.02
2021-11-12	CIB003	CIBC VISA	SEPT 25 TO OCT 24/21	EXPENSES-SEPT 25 TO OCT 24	\$1,471.97
2021-11-12	CIT007	CITY OF PICKERING	90	PORTION OF VIDEO INVOICES	\$92.35
2021-11-12	LIB001	LIBRARY SERVICES CENTRE	613720	BOOKS	\$567.11
2021-11-12	TAC001	TACOMA ENGINEERS INC.	81009	CONSULTING-LIBRARY TOWERS	\$621.50
2021-11-12	CDW001	CDW CANADA INC.	M804945	COMPUTERS	\$1,545.17
2021-11-12	HEA002	HEAT-AIR MECHANICAL LTD.	34008	SERVICE	\$511.33
2021-11-12	BLU001	BLUE HERON BOOKS	340272	BOOKS	\$358.54
2021-11-12	BLU001	BLUE HERON BOOKS	340164	BOOKS	\$127.17
2021-11-12	CIT007	CITY OF PICKERING	77	SUPERSTAR STORYTELLERS-PROG	\$380.51
2021-11-12	GDL002	GDL SOLUTIONS INC.	16-1121-LIBRARY	SERVICES-NOVEMBER-LIBRARY	\$2,041.91
2021-11-12	HIS001	HISTORIC RESTORATION INC.	21465R	CLOCK TOWER RESTORATION	\$51,232.64
2021-11-12	IAN001	IAN WATSON	NOV 1 2021	TOWER CLOCK MAINTENANCE	\$520.00
2021-11-12	LAW001	LAWNSCAPE	41181-LIBRARY	GRASS CUTTING-OCT 27-LIBRARY	\$28.25
2021-11-12	LAW001	LAWNSCAPE	40998-LIBRARY	GRASS CUTTING-SEPT 27-LIBRARY	\$28.25
2021-11-12	LAW001	LAWNSCAPE	41144-LIBRARY	GRASS CUTTING-OCT 4-LIBRARY	\$28.25
2021-11-12	LIB001	LIBRARY SERVICES CENTRE	613271	BOOKS	\$67.75
2021-11-12	LIB001	LIBRARY SERVICES CENTRE	613266	BOOKS	\$696.81
2021-11-12	TRA014	TRAZ LANDSCAPING & PROPERTY SERVICE	212103-LIBRARY	GRASS CUTTING-OCT 11-LIB	\$33.90
2021-11-12	TRA014	TRAZ LANDSCAPING & PROPERTY SERVICE	212106-LIBRARY	GRASS CUTTING-OCT 22-LIBRARY	\$33.90
2021-11-12	TRA014	TRAZ LANDSCAPING & PROPERTY SERVICE	212109-LIBRARY	GRASS CUTTING-OCT 29-LIBRARY	\$33.90
2021-11-12	CDW001	CDW CANADA INC.	M552721	PARTS	\$154.39
2021-11-23	BEL001	BELL CANADA	9058529747/NOV2021	TELEPHONE-NOVEMBER	\$295.45
2021-11-23	HEA002	HEAT-AIR MECHANICAL LTD.	34701	SERVICE	\$1,231.39
2021-11-23	LAK003	LAKERIDGE HEALTH	B9357-271021-LIBRARY	PAD CERT.-LIBRARY	\$406.80
2021-11-23	PHA001	PHANTOM SECURITY GROUP	2021-545	SECURITY SERVICES-2022	\$1,048.59
2021-11-23	HYD005	HYDRO ONE NETWORKS INC.	200072033278/NOV2021	HYDRO-OCT 6 TO NOV 6	\$190.34
2021-11-23	JIM008	11158465 CANADA INC. C/O JIM NELSON	779254	CARETAKING-NOVEMBER	\$1,898.40
2021-11-23	PHA001	PHANTOM SECURITY GROUP	2021-546	SECURITY SERVICES-2022	\$1,511.12
2021-11-23	BEL001	BELL CANADA	9054732375/NOV2021	TELEPHONE-NOVEMBER	\$118.89
2021-11-23	BRU008	BRUCE CLARK & SON PLUMBING &	12735	EYE WASH STATION	\$1,559.85

2021-11-26 CWB001	CWB NATIONAL LEASING	18466677	PHONE EQUIPMENT-LEASE	\$429.86
2021-11-26 FOR002	FOREST RIDGE LANDSCAPING INC.	15331-LIBRARY	SNOW REMOVAL--NOVEMBER-LIBRARY	<u>\$2,949.30</u>
				<u>\$73,814.48</u>

2021-12-01 DE LAGE LANDEN	8246706	COPIER-12/15/21-1/14/22	\$239.51
2021-12-01 DURHAM REGION -UTILITY FINANCE	7884100000/NOV2021	WATER AND SEWER-AUG 26-OCT26	\$493.88
2021-12-01 ENBRIDGE	113542251003/NOV2021	ESTIMATE-OCT 18 TO NOV 17	\$472.46
2021-12-01 ELEXICON ENERGY	51001548-02/NOV2021	HYDRO-OCT 8 TO NOV 8	\$776.16
2021-12-08 BLUE HERON BOOKS	340910	BOOKS	\$328.07
2021-12-08 BLUE HERON BOOKS	341054	BOOKS	\$94.02
2021-12-08 BLUE HERON BOOKS	341673	BOOKS	\$147.34
2021-12-08 BLUE HERON BOOKS	341993	BOOK	\$31.50
2021-12-08 BLUE HERON BOOKS	342134	BOOKS	\$124.22
2021-12-08 BLUE HERON BOOKS	341970	BOOKS	\$84.77
2021-12-08 HEAT-AIR MECHANICAL LTD.	34692	MAINTENANCE-OCT	\$2,430.95
2021-12-08 IAN KERSHAW	2021_07	SERVICES-ROBOTS FOR SENIORS	\$187.50
2021-12-08 LESLIE NAGLE	MILEAGE-NOV 11/21	MILEAGE-NOV 11	\$37.17
2021-12-08 PRESSREADER	LIB007500	11/15/2021 TO 11/14/2022	\$5,700.85
2021-12-08 LIBRARY SERVICES CENTRE	614854	BOOKS	\$930.59
2021-12-08 LIBRARY SERVICES CENTRE	614083	BOOKS	\$905.48
2021-12-08 LIBRARY SERVICES CENTRE	614571	BOOKS	\$799.20
2021-12-08 PEGGY KENNEDY	PETTY CASH/NOV2021	PETTY CASH-SUPPLIES	\$206.66
2021-12-08 ROGERS	234-577581309/OCT21	INTERNET-OCT 22 TO NOV 21	\$135.59
2021-12-08 XEROX CANADA LTD.	85504235	COPIES-NOV	\$52.26
2021-12-15 BRUCE CLARK & SON PLUMBING &	12838	SERVICE-OUTSIDE FOUNTAIN	\$113.00
2021-12-15 NETAGEN COMMUNICATIONS AND	16-1131-LIBRARY	SERVICES-DEC-LIBRARY	\$2,041.91
2021-12-15 LIBRARY SERVICES CENTRE	615349	BOOKS	\$232.36
2021-12-15 LIBRARY SERVICES CENTRE	615323	BOOKS	\$501.11
2021-12-15 MARTY S WINDOW CLEANING	21-DEC 1/2021	WINDOW CLEANING-BOTTOM EXT	\$113.00
2021-12-20 CIBC VISA	OCT.25-NOV 24/21	EXPENSES-OCT 25 TO NOV 24/21	\$2,657.59
2021-12-20 TACOMA ENGINEERS INC.	82134	CONSULTING-LIBRARY TOWER	\$2,488.80
2021-12-22 BELL CANADA	9054732375/DEC2021	TELEPHONE-DEC	\$115.53
2021-12-22 BELL CANADA	9058529748/DEC2021	TELEPHONE-DEC	\$110.70
2021-12-22 CDW CANADA INC.	D898057	SUPPLIES	\$285.14
2021-12-22 FIBERNETICS CORPORATION	520885	TELEPHONE-DEC 1 TO JAN 1	\$189.68
2021-12-22 FOREST RIDGE LANDSCAPING INC.	15332-LIBRARY	SNOW REMOVAL-DEC-LIBRARY	\$2,949.30
2021-12-22 HISTORIC RESTORATION INC.	21537R	CLOCK TOWER RESTORATIONS	\$74,290.57
2021-12-22 HYDRO ONE NETWORKS INC.	200072033278/DEC2021	HYDRO-NOV 6 TO DEC 4	\$328.53
2021-12-22 MARY'S COUNTRY KITCHEN	297	CHRISTMAS DINNERS	\$474.60

\$101,070.00

Date	Vendor Check Name	Invoice Number	Invoice Date	Invoice Description	Amount \$
2022-01-12	CIBC VISA	NOV 25 TO DEC 24/21	2022-01-11	EXPENSES-NOV 25 TO DEC 24	\$1,556.25
2022-01-21	THE COMPUTER MEDIA GROUP	1501697-IN	2022-01-14	CARTRIDGES	\$28.91
2022-01-21	ELEXICON ENERGY	51001548-02/DEC2021	2022-01-12	HYDRO-NOV 8 TO DEC 8	\$889.76
2022-01-21	FOREST RIDGE LANDSCAPING INC.	15333-LIBRARY	2022-01-12	SNOW REMOVAL-JAN-LIB	\$2,949.30
2022-01-21	LAKERIDGE HEALTH	B9357-Q32021LIB	2022-01-14	CARDIAC SAFE PROG-OCT-DEC/21	\$282.50
2022-01-21	PEGGY KENNEDY	PETTY CASH/DEC2021	2022-01-12	PETTY CASH-SUPPLIES	\$182.01
2022-01-21	ENBRIDGE	113542251003/DEC2021	2022-01-12	ESTIMATE-NOV 18 TO DEC 16	\$699.71
2022-01-25	FIBERNETICS CORPORATION	527931	2022-01-19	TELEPHONE-JAN 1 TO FEB 1	\$135.54
2022-01-25	LIBRARY SERVICES CENTRE	617820	2022-01-19	BOOKS	\$459.30
2022-01-25	OLS	IN000000525	2022-01-19	OVERDRIVE SUBSCRIPTION-2022	\$6,288.45
2022-01-25	BRODART CANADA COMPANY	067281	2022-01-20	SUPPLIES	\$185.74
2022-01-25	DE LAGE LANDEN	8337165	2022-01-20	COPIER-2/15/22 TO 3/14/22	\$150.38
2022-01-25	CANADA POST CORPORATION **	#279-2022 RENEWAL	2022-01-19	POSTAL BOX RENEWAL -#279	\$355.95
2022-01-25	NETAGEN COMMUNICATIONS AND	16-1135-LIBRARY	2022-01-19	SERVICES-JAN-LIBRARY	\$2,041.91
2022-01-25	HYDRO ONE NETWORKS INC.	200072033278/JAN2022	2022-01-20	HYDRO-DEC 4-JAN 7	\$490.42
2022-01-25	LIBRARY SERVICES CENTRE	616974	2022-01-20	BOOKS	\$359.04
2022-01-25	LYNDA SADLOWSKI	2103	2022-01-20	VOLUMES OF GIVING LETTERING	\$40.00
2022-01-25	OLS	IN000000740	2022-01-20	PROVINCIAL ESOURCES-2022	\$1,400.79
2022-01-25	RONA INC.	33220-13102851	2022-01-20	SUPPLIES	\$15.19
2022-01-25	CORPORATE EXPRESS CANADA INC.	C476988-00611244-LIB	2022-01-20	OFFICE SUPPLIES-LIBRARY	\$294.07
2022-01-25	BELL CANADA	9054732375/JAN2022	2022-01-19	TELEPHONE-JAN	\$115.52
2022-02-01	BLUE HERON BOOKS	339081	2022-01-27	BOOKS	\$67.95
2022-02-01	BLUE HERON BOOKS	346469	2022-01-28	BOOKS	\$134.30
2022-02-01	CWB NATIONAL LEASING	18475876	2022-01-28	PHONE EQUIP. LEASE-FEB	\$353.92
2022-02-01	ROGERS	234-577581309/DEC21	2022-01-28	INTERNET-DEC 22 TO JAN 21	\$135.59
2022-02-01	THE COMPUTER MEDIA GROUP	1509609-IN	2022-01-27	CARTRIDGES	\$129.01
2022-02-01	XEROX CANADA LTD.	85526077	2022-01-28	COPIES-JAN	\$59.87
2022-02-01	11158465 CANADA INC. C/O JIM NELSON	128801	2022-01-25	CARETAKING - JAN	\$361.60
2022-02-01	LIBRARY SERVICES CENTRE	617971	2022-01-28	BOOKS	\$416.61
2022-02-01	BELL CANADA	9058529748/JAN2022	2022-01-24	TELEPHONE-JAN	\$204.67
2022-02-01	BLUE HERON BOOKS	346676	2022-01-28	BOOKS	\$58.77
2022-02-01	BLUE HERON BOOKS	346537	2022-01-28	BOOKS	\$24.77
2022-02-01	CWB NATIONAL LEASING	18468117	2022-01-28	PHONE EQUIP LEASE-JAN	\$340.36
2022-02-01	ROGERS	234-577581309/JAN202	2022-01-28	INTERNET-JAN 22 TO FEB 21	\$135.59
2022-02-01	HEAT-AIR MECHANICAL LTD.	34502	2022-01-24	SERVICE	\$255.06

2022-02-01 HEAT-AIR MECHANICAL LTD.	35198	2022-01-28 SERVICE-JAN	\$2,430.95
2022-02-01 LIBRARY SERVICES CENTRE	617604	2022-01-28 BOOKS	\$567.80
2022-02-01 LIBRARY SERVICES CENTRE	617605	2022-01-28 BOOKS	\$28.16
			<u>\$24,625.72</u>

**Township of Uxbridge
2022/2023 Operating Budget
Uxbridge Public Library**

	2023	2022	2021	2020	2020	2020	2019
	Budget	Budget	Actual YTD	Budget	Actual	Budget	Actual
%	%	%					
Expenditures							
Library materials	72,250	70,150	63,664	66,770	57,688	69,420	64,908
Programs	5,100	5,100	1,573	4,300	2,161	7,200	10,995
Program promotion	1,100	1,100	60	400	435	1,650	588
Audit fees	3,200	3,100	2,849	3,000	2,849	3,000	2,849
Insurance	5,150	4,900	4,630	4,800	4,335	4,632	4,369
Office supplies & other	12,855	12,605	6,718	8,805	5,928	11,000	9,657
Sculpture Costs	0	0	0	0	0	0	6,477
Memberships	1,000	750	440	750	452	1,000	502
Janitor	24,500	24,000	17,584	23,000	12,829	21,500	23,557
Repairs & maintenance	86,300	80,650	56,558	72,300	117,833	56,700	137,703
Heat	7,725	7,500	6,500	7,000	4,863	8,200	5,175
Hydro	15,300	14,700	11,657	17,500	11,894	23,120	17,889
Telephone	4,450	4,400	4,310	4,400	4,109	3,800	4,882
Water	3,775	3,575	2,195	3,575	2,301	4,500	3,029
Maintenance office equipment	2,700	2,500	2,583	2,500	2,242	3,000	3,106
Computer maintenance	3,000	3,000	2,748	2,800	2,748	3,000	2,748
Hardware/software purchases	11,200	10,700	7,578	10,200	4,207	9,400	9,025
ISP fees	3,100	3,000	2,396	4,550	4,079	4,200	4,086
Salaries & wages	499,569	476,497	350,001	464,097	292,463	501,908	425,576
Benefits	128,380	113,560	63,698	119,305	65,883	114,947	82,838
Professional Development	8,250	8,200	612	4,800	1,486	8,400	3,095
Contract technical support	26,000	25,000	22,066	25,000	23,666	24,000	23,924
Welcome Centre	0	0	1,845	0	2,994	0	0
Workplace safety	1,925	1,925	2,039	1,925	790	1,925	1,194
COVID-19 Costs	500	500	1,906	3,000	4,037	0	0
Fundraising supplies	0	0	0	0	0	0	41
Mileage	500	500	229	400	938	500	309
Total operating expenditures	927,829	877,912	636,437	855,177	633,211	887,002	848,520
Repayment to reserve	26,579	26,058	25,547	25,547	25,046	25,046	25,046
Total Expenditures	954,408	903,970	661,984	880,724	658,257	912,048	873,566
Cost Savings Due to COVID-19	0	(28,000)	0	(40,700)	0	0	0
Net of COVID-19 Cost Savings	954,408	875,970	661,984	840,024	658,257	912,048	873,566

**Township of Uxbridge
2022/2023 Operating Budget
Uxbridge Public Library**

	2023 %	2023		%	2022		2021		2020		2019	
		Budget	Actual YTD		Budget	Actual YTD	Budget	Actual	Budget	Actual		
Revenues												
Provincial grant	0.0	24,176	0	0.0	24,176	0	24,176	24,176	24,176	24,176	24,176	24,176
Internship grant	(100.0)	0	0	(100.0)	0	0	0	0	0	0	0	0
Student grant	0.0	8,000	8,980	0.0	8,000	8,980	8,000	11,760	8,000	8,000	7,368	38,186
Grant other	(100.0)	0	0	(100.0)	0	0	0	5,151	0	0	0	11,340
Development charges	0.0	18,000	18,000	0.0	18,000	18,000	18,000	18,000	18,000	18,000	18,000	17,600
Late fines	50.0	6,000	3,556	0.0	4,000	3,556	4,000	3,355	10,100	3,000	3,000	9,066
Room rentals	0.0	500	68	(64.3)	500	68	1,400	1,155	3,000	3,000	3,000	17,600
Programming - fees	41.9	10,500	4,456	1.4	7,400	4,456	7,300	8,126	12,521	12,521	12,521	15,287
Programming - grants	(100.0)	0	0	(100.0)	0	0	0	0	0	0	0	3,216
Program - donations	(100.0)	0	0	(100.0)	0	0	0	732	0	0	0	329
Donations	0.0	2,000	6,960	0.0	2,000	6,960	2,000	5,818	2,250	2,250	14,448	14,448
Fundraising	(100.0)	0	20	(100.0)	0	20	0	62	0	0	6,804	6,804
COVID-19 - revenue cancellation	(100.0)	0	0	(100.0)	0	0	0	(8,755)	0	0	0	0
Welcome Centre - Grants	(100.0)	0	1,535	(100.0)	0	1,535	0	10,181	0	0	0	0
Other income	79.4	3,050	1,301	(54.1)	1,700	1,301	3,700	2,123	5,320	5,320	6,364	6,364
Trust income	7.1	750	724	(69.6)	700	724	2,301	2,602	2,301	2,301	2,984	2,984
Transfer from Reserves	(100.0)	0	0	(100.0)	0	0	0	0	0	0	0	0
Total Revenues	(5.2)	72,976	45,599	8.6	76,976	45,599	70,877	84,486	85,668	85,668	157,166	157,166
<i>Net operating expenditures</i>	6.7	854,853	590,838	2.1	800,936	590,838	784,300	548,724	801,334	801,334	691,354	691,354
Net total expenditures before amortization	10.3	881,432	616,385	3.9	798,994	616,385	769,147	573,770	826,380	826,380	716,400	716,400
Amortization - library materials	0.0	83,000	95,000	0.0	83,000	95,000	83,000	77,031	83,000	83,000	79,625	79,625
Amortization - equipment	0.0	12,000	0	0.0	12,000	0	12,000	12,883	12,000	12,000	13,070	13,070
Amortization - building	0.0	45,000	35,000	0.0	45,000	35,000	45,000	54,256	45,000	45,000	52,855	52,855
Library materials	3.0	(72,250)	(63,664)	5.1	(70,150)	(63,664)	(66,770)	(57,688)	(69,420)	(69,420)	(64,908)	(64,908)
Total TCA Adjustments	(3.0)	67,750	66,336	(4.6)	69,850	66,336	73,230	86,481	70,580	70,580	80,642	80,642
Net Expenditures	9.2	949,182	682,721	3.1	868,844	682,721	842,377	660,252	896,960	896,960	797,042	797,042

**Township of Uxbridge Public Library
POLICY STATEMENTS AND PRACTICES**

POLICY NO.: A2-Open Access Policy

Page 1

OBJECTIVE: To ensure open access for all library users of the Township of Uxbridge Public Library.

DATE OF APPROVAL: ~~November 18, 2004~~ February 24, 2022

MOTION: 04-70

DATE OF AMENDMENT AND MOTION: ~~April 19, 2007~~ February 16, 2022 **Motion:** ~~07-36; March 3, 2016~~ Motion: 16-16 February 24, 2022

Policy Statement

The Township of Uxbridge Public Library will serve all residents of the Township of Uxbridge. Service will not be denied or abridged because of religious, racial, social, economic, or political status.

Policy Practices

1. Statement of Intellectual Freedom

Every person in Canada has the fundamental right, as embodied in the Nation's Bill of Rights, to have access to all expressions of knowledge, creativity and intellectual activity, and to express his/her thoughts publicly. This right to intellectual freedom is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of librarians to guarantee and facilitate access to all expressions of knowledge and intellectual activity including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.

**Township of Uxbridge Public Library
POLICY STATEMENTS AND PRACTICES**

Libraries should resist all efforts to limit the exercise of those responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

2. Durham Region residents holding valid borrower's cards from the other Durham Region Libraries and East Gwillimbury have borrowing privileges and are entitled to services in our libraries but will need to have a valid Uxbridge Public Library cards.
3. ~~All materials in the Township of Uxbridge Public Libraries are available to all residents of the Township of Uxbridge regardless of age. The Open Access Policy ensures that children have equal rights with adults and may borrow all circulating materials.~~ Library staff will assist people of all ages to find information from the Internet and will identify specific starting points for searches, but cannot censor access to materials or protect users from information they find offensive. Library staff cannot act in place of parents. As with other library services, supervision or restriction of a child's access to Library materials is the responsibility of the parent or legal guardian. It is also the responsibility of the child, whose curiosity is surely tempered by his or her judgment and upbringing.
4. The use of the library or its services may be denied for due cause. Such cause may be failure to return books or to pay penalties, destruction of library property, disturbance of library users or other objectionable conduct on library premises.
5. Library Staff will refer to and follow the Township of Uxbridge's Equity, Diversity and Inclusion Blueprint 2020 – 2023 as a guiding principle.
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**Township of Uxbridge Public Library
POLICY STATEMENTS AND PRACTICES**

POLICY NO.: A17 - Diversity and Inclusion Policy

Page 1

OBJECTIVE: To provide inclusive service.

DATE OF APPROVAL: 17-18

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MOTION: ~~April 27, 2017~~ February 24, 2022

DATE OF AMENDMENT-AND MOTION: February 16, 2022

Policy Statement

The Uxbridge Public Library is committed to fostering an environment of understanding and respect. The Uxbridge Public Library Board endorses the Statement on Diversity and Inclusion as set out by the Canadian Library Association.

The Uxbridge Public Library Board and staff Library Staff will refer to and follow the Township of Uxbridge's Equity, Diversity and Inclusion Blueprint 2020 – 2023 as a guiding principle.

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Libraries strive to deliver inclusive service. The Uxbridge Public Library recognizes and affirms the dignity of those it serves, regardless of heritage, education, beliefs, race, income, religion, gender, age, sexual orientation, gender identity, physical or mental abilities.

The Library is committed to fostering an environment of respect, understanding and accepting differences.

- The Uxbridge Public Library makes diversity and inclusion a priority in planning and decision making for staffing, collections and service development.
- The Uxbridge Public Library acts to ensure that people can enjoy services free from attempts by others to impose values, customs or beliefs.
- In the spirit of diversity and inclusion for all members, the Uxbridge Public Library will permit the exhibit of displays and provision of programs that fit into the location's communities at the appropriate times (e.g. seasonal Christmas displays, programs celebrating other cultures or religious backgrounds).

Canadian Library Association Position Statement on Diversity and Inclusion
Approved by Executive Council ~ May 25, 2008

**Township of Uxbridge Public Library
POLICY STATEMENTS AND PRACTICES**

POLICY NO.: A17 - Diversity and Inclusion Policy

Page 2

The Canadian Library Association believes that a diverse and pluralistic society is central to our country's identity. Libraries have a responsibility to contribute to a culture that recognizes diversity and fosters social inclusion.

Libraries strive to deliver inclusive service. Canada's libraries recognize and energetically affirm the dignity of those they serve, regardless of heritage, education, beliefs, race, religion, gender, age, sexual orientation, gender identity, physical or mental capabilities, or income.

Libraries understand that an acceptance of differences can place individual and collective values in conflict. Libraries are committed to tolerance and understanding. Libraries act to ensure that people can enjoy services free from any attempt by others to impose values, customs or beliefs.

Township of Uxbridge's Equity, Diversity and Inclusion Blueprint

2020-2023

**Accelerate
equity, elevate
diversity and
foster a culture of
inclusion**



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A message from our Senior Leadership Team

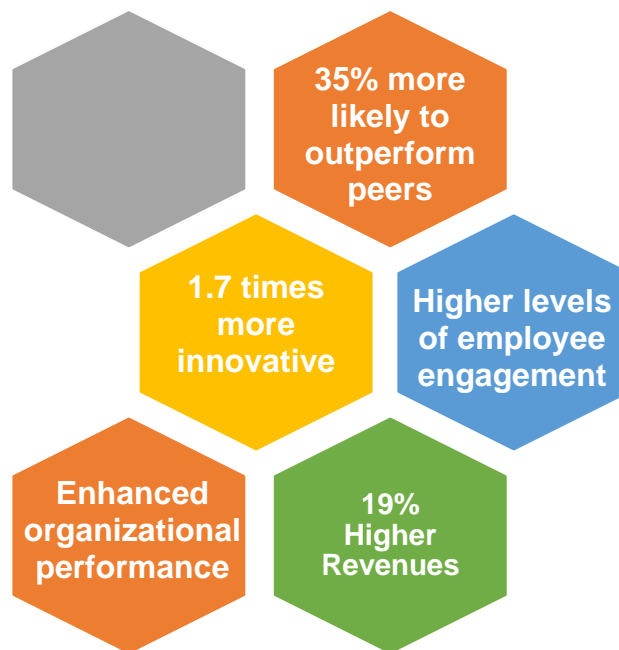
The Senior Leadership Team is pleased to introduce the Township of Uxbridge's Equity, Diversity and Inclusion Blueprint. This document was created to serve as a roadmap, track progress and support our long-term goal of building a diverse, healthy and engaged workforce and a culture to succeed.

There are many reasons to embrace equity, diversity and inclusion (ED&I) at the Township of Uxbridge; a significant body of research shows that diverse, engaged workforces are dynamic, innovative and good for the bottom line. Moreover, we know that ED&I are at the core of creating and maintaining workplaces where everyone can work safely and to their full potential everyday.

The Township of Uxbridge is a welcoming, accepting and respectful place of employment, where multiple perspectives and differences are encouraged and celebrated. We strive to enable staff to provide service excellence to our diverse community that is reflective of these principles.

While there is no easy formula to guarantee success, our goal is to embed ED&I principles at all levels of the organization. We are so proud of the amazing work the Township of Uxbridge employees have been doing on ED&I initiatives across the organization. Our future success depends on our ability to embrace and integrate ED&I so please join us in celebrating the gains we have made and working to create a dynamic, diverse, and inclusive workforce for the future.

Organizations that embrace ED&I have proven results...



Source: McKinsey & Co, 2015

Setting the stage

The Blueprint uses words and phrases that may be new to some readers. The following list provides working definitions of commonly used ED&I terms and concepts:

Accessibility means ensuring people of all abilities have equitable access to workplaces, programs, services and opportunities.

Ally: a person or organization who supports an individual or group to be treated equitably and fairly.

BIPOC: Black, Indigenous, Person of Colour.

Designated groups, sometimes referred to as “equity-seeking” groups, the designated groups are defined by the *Employment Equity Act* as:

women;

Indigenous peoples who are First Nations, Inuit or Métis;

persons with disabilities who have long-term or recurring physical, mental, sensory, psychiatric or learning impairments;

visible minorities, other than Indigenous peoples, who are non-Caucasian in race or non-white in colour; and,

LGBTQ2, persons who identify as transgendered, bi-sexual, lesbian, gay, two-spirited, dual-gendered, or queer.

Diversity is about individuals and the range of unique perspectives, dimensions, qualities and characteristics we all possess.

Employment equity is about using proactive employment practices to increase representation of four designated groups in the workplace: women, people with disabilities, Indigenous peoples and visible minorities. Employment equity sometimes requires special measures and accommodation of differences to achieve this goal.

Employment Equity Act was established to correct historic disadvantage experienced by the designated groups in employment such that no person is denied employment for reasons unrelated to skill and ability.

Equality means treating everyone equally, even when people are different.

Equity means fairness and ensuring everyone has what they need to succeed. Sometimes, equity means treating people differently to achieve fairness.

Inclusion is a sense of belonging and is central to creating a culture of respect where we are valued, embraced, accepted and respected for who we are.

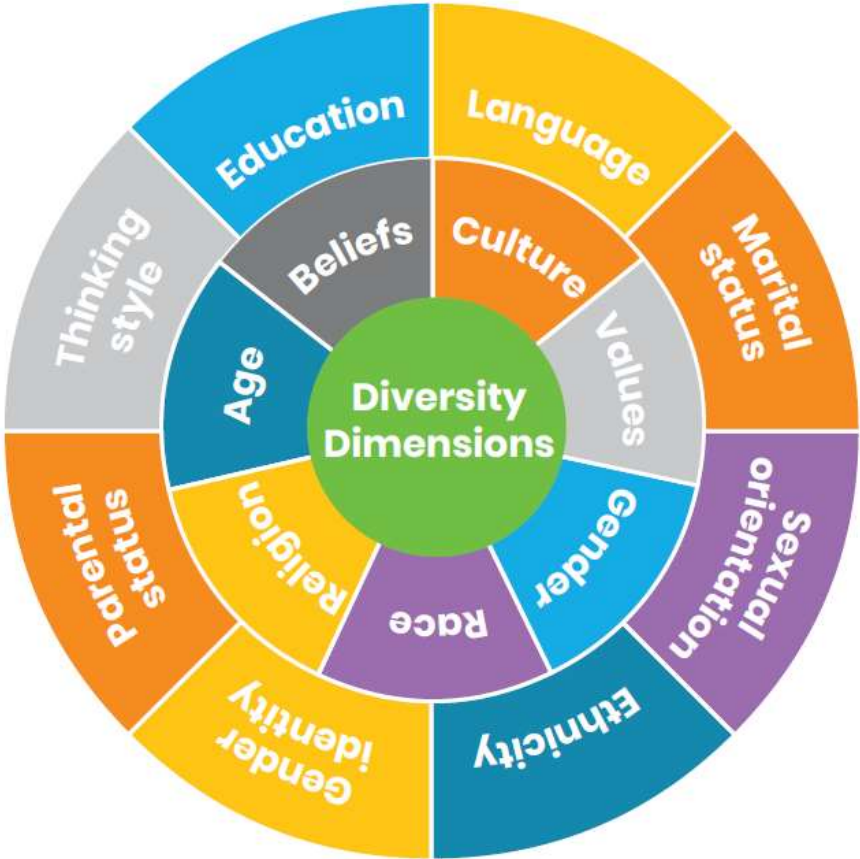
Intersectionality: the intersection, or crossover, of our many identities affect how each person experiences the municipality.



Stereotypes: Assumptions that generalize how all people in a particular group are the same, without considering individual differences.

Systemic Barriers: obstacles that exclude groups or communities from full participation in, and the benefits of, social, economic, and political life.

Township means the Township of Uxbridge as an organization.



We each have diverse characteristics that make us unique.

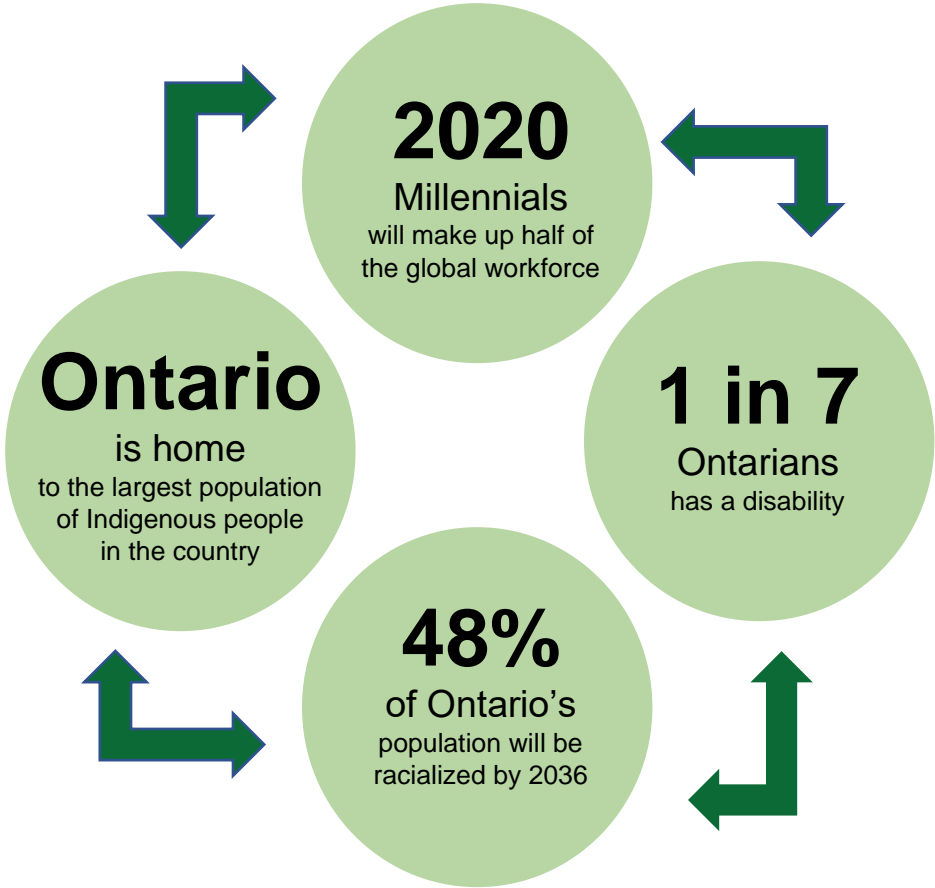
Our Current Landscape

The Township of Uxbridge is regulated by the *Ontario Human Rights Code* and the *Canadian Human Rights Act*. Although our federal and provincial obligations vary slightly, our Senior Leadership Team (“SLT”) recognizes the value in committing the organization to a consistent standard of excellence, which is reflected throughout our operations and the Blueprint.

The Township is also governed by the *Employment Equity Act* (the “Act”). In accordance with the Act, the Township of Uxbridge submits annual employment equity reports, which are assessed by the Canadian Human Rights Commission (“CHRC”). The Township collects employment equity data through employee surveys, in the interest of capturing accurate workforce demographic data, encourages employees to complete this survey.

Why Inclusivity Matters

To be inclusive means that all employees, regardless of difference, can connect, belong, and grow.



Our shared goal for inclusion

Inclusion is fundamental to the way we work. We are diverse and embrace difference with empathy and curiosity. All employees feel safe, respected and valued for who they are. Inclusion inspires us to do our best work for each other and those we serve. Our Shared Goal for Inclusion is a destination. It is a picture of the future that we can create when we successfully and collaboratively implement our framework. The more specific goals that we need to achieve to reach our Shared Goal for Inclusion are our three Pillars of Inclusion.



To reach our goal, we must set objectives within 3 pillars: equity, diversity, and inclusion. Together, we must be deliberate in our actions and have accountability to achieve objectives and goals.

Through data analysis and stakeholder consultation, we have identified key priorities to advance our work and drive progress. This Blueprint is a living document that will be revised and modified as we accomplish goals, recognize new trends, and re-evaluate priorities to meet changing needs.

Key Priorities

Pillar 1 - Equity

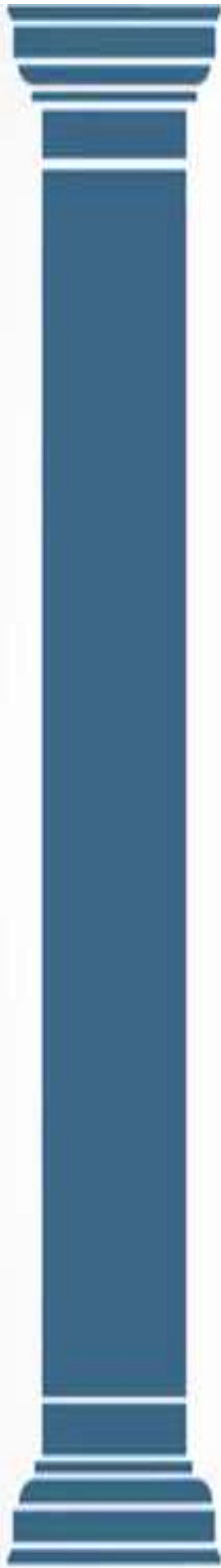
Ensure Township of Uxbridge is compliant with our Employment Equity Act obligations through increased representation of women, Indigenous peoples, visible minorities and persons with disabilities.

Pillar 2 - Diversity

Support a workplace culture that values, attracts, retains and celebrates employees with unique backgrounds, skills and characteristics.

Pillar 3 – Inclusion

Facilitate the integration of all employees by developing an inclusive culture where everyone, regardless of difference, can connect, belong and grow. Developing aptitude for inclusivity, equity and diversity requires development of knowledge, skills and attitudes.



Pillar One: Equity

Priorities to entrench and foster equity throughout the organization

Establish goals to increase the Township of Uxbridge's representation of the designated groups and reduce gaps between internal representation and external labour market availability

- Implement, monitor and advance the Township's Employment Equity Plan to ensure compliance with legislative obligations.
- Establish customized equity plans and implement special programs to reduce gaps within specific occupation groups.
- Develop and implement Equity Data Dashboard to support and monitor progress.

Identify and confront bias and systemic barriers in recruitment, hiring and advancement (staff and committees)

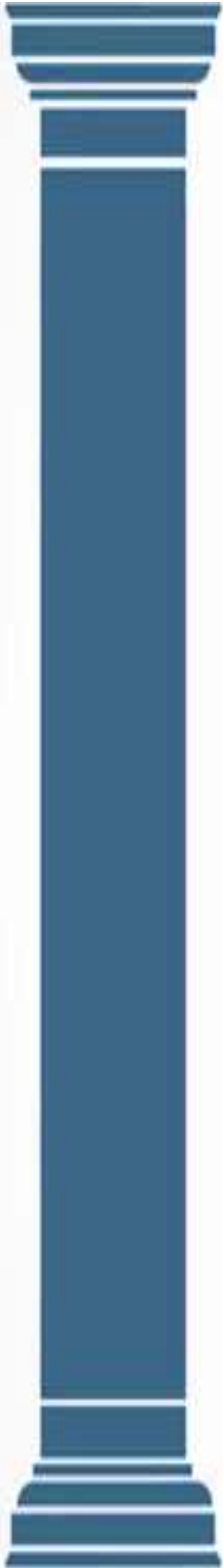
- Design a plan to review current hiring and advancement practices to identify and remove systemic barriers.
- Continue to provide ongoing education, coaching and tools to recognize and manage unconscious bias in decision making.
- Establish and build partnerships with external stakeholders to advance equity goals.
- Establish, streamline and refine mentoring and sponsorship programs.

Create an employment equity survey tool to support increased self-reporting

- Provide comprehensive definitions of designated groups to drive greater understanding.
- Clarify and expand scope of consent to increase allowable use of data.
- Develop communication strategies to clarify equity data use and importance of data for accurate reporting and future programming.

"It is not that individuals in the designated groups are inherently unable to achieve equity on their own, it's the systemic barriers in the way that are so formidable and self-perpetuating they cannot be overcome without intervention. It is both intolerable and insensitive if we simply wait and hope that barriers will disappear with time. Equality in employment will not happen unless we make it happen."

Justice Abella, Supreme Court of Canada



Pillar Two: Diversity

Priorities to elevate and respect diversity

Build awareness of the Equity, Diversity and Inclusion Program

- Establish corporate-wide alignment of ED&I programs to ensure consistency, visibility and alignment with corporate goals.
- Expand and develop ED&I resources for employees, leaders and key stakeholders.

Develop and support the ED&I Working Group to incorporate various diverse perspectives into decision-making processes

- Engage in dialogue and collaborate to identify and remove barriers to support inclusion.
- Utilize ED&I Working Group to extend reach into the organization and community, and continue to provide members with education and support to effectively champion ED&I initiatives.

Establish a communications strategy to elevate the Township of Uxbridge's diversity

- Facilitate opportunities to elevate diversity and encourage ongoing dialogue
- Develop tools and resources to allow teams to incorporate diversity into work processes
- Collaborate to integrate ED&I concepts into communications, and policies and processes across the Township of Uxbridge

“Initiatives that create a sense of employee community learning and support have a tremendous impact on engagement.”

(National Post, 2018)



Pillar Three: Inclusion

Priorities that foster a culture of inclusion

Support workplaces that are free from discrimination, harassment and bullying

- Develop and provide workshops, tool kits and resources to promote inclusive and respectful work environments, including work conducted throughout our community
- Train and mobilize employees to identify and call out behaviours that harass, bully or otherwise exclude colleagues

Develop and implement tools to measure inclusion and evaluate progress

- Analyse data to develop evidence-based solutions for continuous improvement
- Solicit input from key stakeholders to target and resolve existing challenges

Leverage the Township of Uxbridge's safety culture to support psychological safety

- Collaborate with Joint Health & Safety Committee to incorporate inclusion principles into the Township of Uxbridge's culture of safety
- Review best practices from the Joint Health and Safety Committee to further improve the effectiveness of our ED&I work

60%

of Canadian employees
have experienced harassment and bullying at work



Building ED&I into our business

Equity	Diversity	Inclusion
<ul style="list-style-type: none"> • Endorse ED&I as a corporate commitment and long-term goal • Establish an employment equity plan • Implement an anti-racism Policy 	<ul style="list-style-type: none"> • Establish a Diversity Talent Attraction Strategy • Incorporate ED&I principles into succession and performance measurement processes • Incorporate ED&I into strategic planning processes • Ensure publications use photos with diverse representation, including our website & Community Guide 	<ul style="list-style-type: none"> • Launch ongoing educational training on anti-racism and diversity fundamentals for council, committees and all employees • Facilitate workshops for people leaders on bias and creating inclusive workplaces • Ongoing messaging as to why equity, inclusion, and diversity within the municipality matters • Formalize a mentoring program to develop future leaders both within and outside of the organization • Recognize internally and via proclamations days of significance and celebrations that promote understanding, inclusion and empathy. • Build a calendar of events listing for the newspaper and on our website • Create action plans to make commitments and report on progress

Celebrations and Acknowledgements

Here are some of the key events that can be observed, acknowledged and celebrated to promote understanding, inclusion and empathy:

- Anti-Bullying Day/Pink Shirt Day to support anti-bullying and promote inclusion
- Bell Let's Talk Day
- Black History Month
- Canada's National Day of Remembrance and Action on Violence Against Women
- Diversity Day to celebrate diverse workforces
- International Day Against Homophobia, Transphobia and Biphobia (IDAHOT)
- International Day for Persons with Disabilities
- International Day for the Elimination of Racial Discrimination
- International Men's Day
- International Women's Day
- Mental Health Awareness Day (Month)
- National Accessibility Week & Red Shirt Day
- National Indigenous Peoples' Day
- Orange Shirt Day to raise awareness about residential schools
- Pride Month to celebrate and support LGBTQ - identified friends and colleagues
- White Ribbon Campaign to end violence against women
- World Day for Cultural Diversity for Dialogue and Development

Identify a day or event that is missing? Let us know!

What Will Success Look Like?

When we accelerate equity, celebrate diversity and foster a culture of inclusion, the sky is the limit! Employee engagement, productivity and innovation increase and drive success.

It can be difficult to quantify ED&I success, but the following indicators can demonstrate progress:



Accelerate Equity

- People are comfortable self identifying
- People see themselves represented at all levels of the organization
- Gaps of designated groups are closing
- People have the tools they need to succeed in their jobs
- People understand how personal biases impact their decision making



Elevate Diversity

- People are treated with dignity and respect, and valued for their unique perspectives
- Differences of opinion, unique perspective and creative thinking are embraced
- The Township recruits, hires, and retains employees who add to our culture rather than fitting into it



Foster Inclusion

- People feel a sense of belonging regardless of their differences
- Language is inclusive
- ED&I principles are embedded into our organization
- ED&I is valued and recognized as a shared responsibility

Call to Action!

Stand up

and speak out

if you see disrespect in the community or workplace

Each of us has an opportunity to influence our collective ability to achieve our long-term goal; the best way to be part of the solution is to be open to new perspectives, aware of your own biases and respectful of one another. If we practice this in our day-to-day work, we will see the many positive impacts inclusion can have on our organization.

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