



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, May 26, 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

- First Nations Land Acknowledgement

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

3. Approval of Agenda

4. Approval of April Minutes

5. Committees:

5.1 Finance – Amanda

- April accounts
- Q1 summary Report

5.2 Governance and HR Committee

- COVID updates - Corrinne
- Grants update
 - Inclusive Community Grant – Submitted / Pending
- Report LB 06-22

5.3 Community Committee

- Report LB 05-22

6. New Business

7. Ongoing Business / Action items

- Facility update

8. Correspondence

9. Round Table

10. Council Connects

11. In Camera - to discuss matter related to personal matters about an identifiable individual, including Municipal and Local Board employee.



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, May 26, 2022 @ 7:00 PM

Location: Teams Virtual meeting

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

12. Date of Next Board Meeting: Thursday June 23 @ 7 pm

13. Adjournment



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, April 28, 2022 @ 7:00 PM

Location: Teams Virtual meeting

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

Regrets: Donna Condon, Gary Ruona, Dave Barton,

1. Dave Phillips called the meeting to Order at 7:03 pm.

- First Nations 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.
 - No requests were made.

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

✓ *No disclosures*

3. Approval of Agenda

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

4. Approval of March Minutes

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

5. Committees:

5.1 Finance – Amanda

- March accounts

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

5.2 Governance and HR Committee

- COVID updates – Corrinne
 - Getting back to normal: 250 people for Seedy Saturday event on April 9th, Reading Buddies full, Camps full. Note that pre-schoolers slow return.
- Grants update
 - Inclusive Community Grant – Submitted / Pending
- Notes from the Ontario Library Services Meeting for the population of 20,000 to 39,000. (14 in attendance) – Dave P
 - Updates for librarygovernance.ca
 - New section for board transition and the role of the board chair



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, April 28, 2022 @ 7:00 PM

Location: Teams Virtual meeting

- There are toolkits available for the Provincial election on advocating for libraries
- Information on the relationship between local council and library boards
- Especially in smaller libraries, no longer having fines has had a positive effect
- Selection of board members consider first of all the skill sets (lawyer, construction, etc.) then background and geography.
- Friday, April 29th, 12:00-1:00 PM webinar on Board Transition

5.3 Community Committee

- Gerri Lynn O'Connor Children's Library ceremony postponed.

6. New Business

- N/A

7. Ongoing Business / Action items

- Facility update
 - RFQ – to be created for outside painting
 - Masonry Tender in progress (3 phases)

8. Correspondence

- Brock Township; Re: Support Public Libraries - Equitable Access to Digital Content
- Drag Queens Storytime – attached news release April 15th.

9. Round Table

- Agnes comment on how well organized the Seedy Saturday was and how well attended it was.
- Horticultural re-named to Garden club. 1st meeting May 11th

10. Council Connects

- Willie shared a new Leading Pedestrians Interval Light is coming on Brock and Main and a camera to monitor safety.



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, April 28, 2022 @ 7:00 PM
Location: Teams Virtual meeting

- Election coming up. Nomination open on May 2nd.

11. Date of Next Board Meeting: Thursday May 26 @ 7 pm

12. Adjournment 7:36 pm

- ✓ Moved by Agnes, seconded by Martin; carried

Date	Vendor Cheque Name	Invoice Number	Invoice Date	Invoice Description	Amount \$
2022-04-05	BLUE HERON BOOKS	344013	2022-04-05	BOOKS	2.73
2022-04-11	BLUE HERON BOOKS	344013	2022-04-05	BOOKS	265.57
2022-04-11	BLUE HERON BOOKS	347800	2022-04-05	BOOK	11.59
2022-04-11	ENBRIDGE	113542251003/MAR2022	2022-03-25	ESTIMATE-FEB 16-MAR 17	977.37
2022-04-11	HEAT-AIR MECHANICAL LTD.	35614	2022-03-21	SERVICE	919.39
2022-04-11	INSIGNIA SOFTWARE	2909	2022-04-06	ANNUAL SOFTWARE ASS.FEE	3,051.00
2022-04-11	LAKERIDGE HEALTH	B9357-LIBRARYQ42022	2022-04-06	CARDIAC SAFE PROG-JAN TO MAR22	282.50
2022-04-11	LIBRARY SERVICES CENTRE	621560	2022-04-05	DVD	30.37
2022-04-11	LIBRARY SERVICES CENTRE	620784	2022-04-05	BOOKS	272.91
2022-04-11	LIBRARY SERVICES CENTRE	620780	2022-04-05	BOOKS	763.43
2022-04-11	LIBRARY SERVICES CENTRE	621559	2022-04-05	BOOKS	560.75
2022-04-11	MEEK ELECTRIC	8442	2022-03-25	SERVICE	156.89
2022-04-11	MINISTER OF FINANCE	FEBRUARY LIB EHT/22	2022-04-08	LIBRARY EHT-FEBRUARY	558.88
2022-04-11	DE LAGE LANDEN	8413372	2022-03-25	COPIER-4/15/22-5/14/22	173.44
2022-04-11	ROGERS	234-577581309/MAR22	2022-04-06	INTERNET-MAR 22 TO APR 21	135.59
2022-04-11	UXBRIDGE ON-LINE INC.	UOL-NG2776	2022-03-21	MEMBERSHIP-FEB 2022-JAN 2023	169.50
2022-04-11	ELEXICON ENERGY	51001548-02/MAR28/22	2022-04-01	HYDRO-FEB 6 TO MAR 8	1,052.34
2022-04-11	BLUE HERON BOOKS	346750	2022-04-05	BOOK	25.16
2022-04-11	CWB NATIONAL LEASING	18498360	2022-04-05	PHONE EQUIPMENT LEASE-MAY	353.92
2022-04-11	FIBERNETICS CORPORATION	548997	2022-04-01	TELEPHONE-APRIL 1 TO MAY 1	135.54
2022-04-11	FIRSTBROOK, CASSIE & ANDERSON	420096	2022-03-21	FEES-JAN 20 TO MAR 20	46.97
2022-04-11	HEAT-AIR MECHANICAL LTD.	35699	2022-04-06	SERVICE	1,491.60
2022-04-11	LIBRARY SERVICES CENTRE	83522	2022-03-25	FIRST INSTALLMENT-2022	2,398.43
2022-04-11	LIBRARY SERVICES CENTRE	621223	2022-04-05	CD	25.87
2022-04-11	LIBRARY SERVICES CENTRE	620782	2022-04-05	BOOKS	137.73
2022-04-11	LIBRARY SERVICES CENTRE	621222	2022-04-05	BOOKS	640.37
2022-04-11	MINISTER OF FINANCE	JANUARY LIB.EHT/22	2022-04-08	EHT-LIBRARY - JANUARY	581.93
2022-04-11	MINISTER OF FINANCE	MARCH LIBRARY EHT/22	2022-04-08	MARCH LIBRARY EHT	934.61
2022-04-11	WORKPLACE SAFETY & INSURANCE	WSIB-LIB PP01/22	2022-01-26	WSIB-LIBRARY PP01	45.13
2022-04-11	XEROX CANADA LTD.	85555217	2022-03-21	COPIES-MARCH	69.35
2022-04-12	CIBC VISA	FEB 25 TO MAR 24/22	2022-04-11	EXPENSES-FEB 25 TO MAR 24	1,814.66

2022-04-20 XEROX CANADA LTD.	85565895	2022-04-19 COPIES-APRIL	75.40
2022-04-20 BELL CANADA	9054732375/APR2022	2022-04-19 TELEPHONE-APRIL	115.76
2022-04-20 PEGGY KENNEDY	PETTY CASH-APR2022	2022-04-19 PETTY CASH-SUPPLIES	255.42
2022-04-20 BRUCE CLARK & SON PLUMBING &	13307	2022-04-19 ANNUAL BACKFLOW TESTING	220.35
2022-04-20 FOREST RIDGE LANDSCAPING INC.	15336-LIBRARY	2022-04-13 SNOW REMOVAL-APR-LIBRARY	2,949.30
2022-04-20 NETAGEN COMMUNICATIONS AND	16-1167-LIBRARY	2022-04-13 SERVICES-APRIL-LIBRARY	2,041.91
2022-04-20 HYDRO ONE NETWORKS INC.	200072033278/APR2022	2022-04-19 HYDRO-MAR 8 TO APR 6	409.16
2022-04-20 MINISTER OF FINANCE	2021 ANNUAL RETURN	2022-04-14 2021 ANNUAL RETURN	603.28
2022-04-20 BELL CANADA	9058529748/APR2022	2022-04-19 TELEPHONE-APRIL	85.38
2022-04-20 11158465 CANADA INC. C/O JIM NELSON	128828	2022-04-19 CARETAKING-APRIL	1,988.80
2022-04-28 LIBRARY SERVICES CENTRE	622257	2022-04-28 BOOKS	502.78
2022-04-28 LIBRARY SERVICES CENTRE	622524	2022-04-28 DVD	30.37
2022-04-28 LIBRARY SERVICES CENTRE	621950	2022-04-28 DVD	31.44
2022-04-28 DE LAGE LANDEN	8463341	2022-04-27 COPIER-5/15/22-6/14/22	173.44
2022-04-28 HEAT-AIR MECHANICAL LTD.	35844	2022-04-27 MAINTENANCE	2,430.95
2022-04-28 LIBRARY SERVICES CENTRE	622523	2022-04-28 BOOKS	318.26
2022-04-28 LIBRARY SERVICES CENTRE	622258	2022-04-28 DVD	31.44
2022-04-28 MARTY S WINDOW CLEANING	38	2022-04-28 WINDOW CLEANING-BOTTOM EXT.	124.30
2022-04-28 IAN KERSHAW	2022-02	2022-04-27 SERVICES	50.00
2022-04-28 LIBRARY SERVICES CENTRE	621949	2022-04-28 BOOKS	590.78
			<u><u>31,114.04</u></u>

**Township of Uxbridge
Library Summary Report
For the Three Months Ending March 31, 2022**

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Budget	YTD Variance	2022 Budget
<u>Operating Expenses:</u>						
Library Materials Purchased	\$20,506	\$17,538	\$20,506	\$17,538	(\$2,968)	\$70,150
<u>Programming:</u>						
Programs	38	1,272	38	1,272	1,234	5,100
Promotion	150	273	150	273	123	1,100
Total Programming	188	1,545	188	1,545	1,357	6,200
Administrative Costs	827	4,758	827	4,758	3,931	19,050
Repairs and Maintenance	31,244	26,289	31,244	26,289	-4,955	105,150
Utilities	7,523	7,542	7,523	7,542	19	30,175
<u>Equipment & Maintenance:</u>						
Photocopying	131	573	131	573	442	2,305
Equipment Maintenance	818	624	818	624	-194	2,500
Hardware and Software	53	2,673	53	2,673	2,620	10,700
Computer Maintenance	5,516	6,999	5,516	6,999	1,483	28,000
ISPN fees	549	750	549	750	201	3,000
Total Equipment	7,067	11,619	7,067	11,619	4,551	46,505
Salaries, Wages & Benefits	119,595	147,060	119,595	147,060	27,465	590,057
Professional Development	2,356	1,875	2,356	1,875	-481	7,500
Health & Safety	0	480	0	480	480	1,925
Mileage	0	300	0	300	300	1,200
Repayment to Town Reserve	0	6,513	0	6,513	6,513	26,058
COVID-19 Cost Savings	0	-6,999	0	-6,999	-6,999	-28,000
Total Expenses - Per Budget	189,306	218,520	189,306	218,520	29,212	875,970
<u>Other Items:</u>						
Amortization - TCA	23,750	20,751	23,750	20,751	-2,999	83,000
Amortization - Other	0	3,000	0	3,000	3,000	12,000
	23,750	23,751	23,750	23,751	1	95,000
Total Expenses	213,056	242,271	213,056	242,271	29,213	970,970

**Township of Uxbridge
Library Summary Report
For the Three Months Ending March 31, 2022**

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Budget	YTD Variance	2022 Budget
<u>Operating Revenues:</u>						
<u>Grants:</u>						
Municipal Grants	0	204,249	0	204,249	-204,249	816,994
Provincial Grant	-24,176	6,045	-24,176	6,045	-30,221	24,176
Summer Student Grant	-898	2,001	-898	2,001	-2,899	8,000
Total Grants	-25,074	212,295	-25,074	212,295	237,369	849,170
<u>Donations:</u>						
Specified Donations	40	249	40	249	-209	1,000
Material Donations	42	249	42	249	-207	1,000
Total Donations	82	498	82	498	416	2,000
<u>Fundraising:</u>						
General Fundraising	15	0	15	0	15	0
Total Fundraising	15	0	15	0	-15	0
<u>Other Revenue:</u>						
Discard Books	18	126	18	126	-108	500
Programming Revenue	0	1,749	0	1,749	-1,749	7,000
Room Rentals	0	126	0	126	-126	500
Late Fines	1,327	999	1,327	999	328	4,000
Genealogy Income	0	99	0	99	-99	400
Interest Income	0	174	0	174	-174	700
Sundry	408	300	408	300	108	1,200
Total Other Revenue	1,753	3,573	1,753	3,573	1,820	14,300
Total Revenues - Per Budget	-23,224	216,366	-23,224	216,366	239,589	865,470
<u>Items not Budgeted:</u>						
Federal Grant	0	2,625	0	2,625	-2,625	10,500
	0	2,625	0	2,625	2,625	10,500
Total Revenues	-23,224	218,991	-23,224	218,991	242,214	875,970
Net Expenditures - Per Budget	212,530	2,154	212,530	2,154	-210,377	10,500
Net Expenditures	236,280	23,280	236,280	23,280	-213,001	95,000



REPORT

LIBRARY BOARD

TO: Uxbridge Public Library Board
FROM: Corrinne Morrison, Library Manager
DATE: May 17, 2022
REPORT: LB - 06/22

SUBJECT: Fine Free Trend in Public Libraries

BACKGROUND:

Many Ontario libraries have moved to a “Fine Free” model. The libraries have removed overdue fines but are still fining patrons for lost and damaged items. Some libraries have also left overdue fines in place for ILLO items even if they have removed overdue fines on their own collection.

Sample of libraries that have gone Fine Free:

Scugog, Brock, Clarington, Ajax, Kawartha Lakes, Vaughan, Richmond Hill, Peterborough, Brampton, Mississauga, Barrie, Kitchener, London and Collingwood

Oshawa is fine free for children’s items only and Whitby still charges overdue fines.

The predominant argument being used for going Fine Free is to remove barriers for residents/families who stand to benefit from using the library but cannot pay their fines. Points have also been made that it reduces conflict between library users and staff and saves staff time.

The primary argument for keeping overdue fines is to encourage timely sharing of the library items. This was likely part of the reasoning in permitting overdue fines to be charged in the Public Library Act.

Another consideration might be that fines are factored in to patron use of products such as Libby. If a patron has any fines at all, they are not able to use Libby until their fines are paid.

DISCUSSION:

There is a wealth of information available through OLS (Ontario Library Service) using this link,

[Going-Fine Free - Fine Free Libraries - Professional Resources Home at Ontario Library Service \(olservice.ca\)](http://www.olservice.ca)

Information on current fine status from the other Durham Libraries has also been attached for your consideration.

Fine Stats for the Uxbridge Public Library

Year	Overdue Fines Collected	Lost/Damaged Fines Collected
2021	\$ 3,410.54	\$ 420.28
2020	\$ 3,262.43	\$ 672.94
2019	\$ 7,627.33	\$ 1,338.40
2018 *	\$ 2,431.76	\$ 339.71

*For July 18 through December 31, 2018 only. This is when we began using PaydPro

Current Outstanding Fines

\$35,072.62

Breakdown of Outstanding Fines

Lost Damaged Portion - \$12,399.44
Overdue Portion - \$22,602.88
Printing (COVID related) - \$62.10
Computer Usage - \$8.20

POSSIBLE OPTIONS:

1. Status Quo – Continue with overdue fines as they are
2. Continue with current overdue fines and do a campaign to welcome patrons back by forgiving ALL current unpaid fines (overdue, lost and damaged)
3. Continue with current overdue fines and do a campaign to welcome patrons back by forgiving all current unpaid overdue fines but keep lost and damaged on patron cards
4. Add a “Grace Period” into all loans so that items returned within a certain period beyond due date do not incur fines, could be in combination with #2 or #3

5. Go Fine-Free (overdue fines only) for all items, could be in combination with #2 or #3
6. Go Fine-Free (overdue fines only) for Children's items only, could be in combination with #2 or #3

RECOMMENDATION

1. THAT Report LB-05/22 be received from Corrinne Morrison, Library Manager for information;

Respectfully Submitted by:

Corrinne Morrison
Library Manager



REPORT

LIBRARY BOARD

TO: Uxbridge Public Library Board
FROM: Corrinne Morrison. Library Manager
DATE: May 16, 2022
REPORT: LB - 05/22

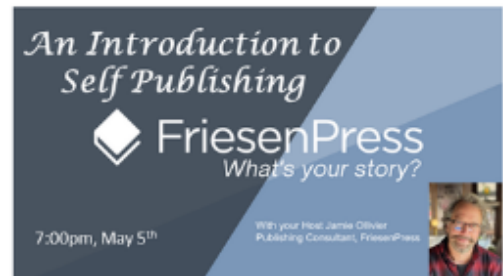
SUBJECT: Library Programming

BACKGROUND:

Uxbridge Public Library is an invaluable part of the Uxbridge Community. Programs offered to the community are a vital addition to our value to our community. The discussion below is just one example of the importance of Library Programs. The Seedy Saturday discussed at our last Board Meeting is another example. The recent COVID vaccination clinics are further examples.

DISCUSSION:

On Thursday, May 5 the Library hosted a hybrid informational meeting on self-publishing. Ian Kershaw, a volunteer at the library, took the lead on organizing this event. There were 45 participants, amazing attendance for an adult program in a small community!



Ever thought about writing a book... and then thought "I can't do that"? Well, "Yes You Can". More and more people are discovering that they can.

Whether it's an illustrated story book for your grandchildren, a limited edition covering your family history or that block buster that is trying to get out of your head and onto paper or an iPad screen the Uxbridge Public Library can help you get started.

Join us for a **FREE** informal evening with someone who took the plunge and is sharing his knowledge to help others discover that "Yes I Can".

Presented by Jamie Ollivier, Publishing Consultant with FriesenPress, a Canadian company dedicated to supporting authors self publish and share their stories.

7:00pm, May 5th via ZOOM or join us in person at the Uxbridge Library.

To book your place or connection or for more information contact Ian Kershaw – irkchrome@gmail.com or phone the library at (905) 852-9747



Comments from attendees

Hi Ian – really enjoyed the Presentation. Learned a lot. I have been writing a book, and wasn't sure how to go about publishing, and now I feel better informed. Thanks for extending the invitation to members of the OGS. Margaret

Thanks so much Ian and Jamie. That presentation was very informative and enjoyable! Since I have finished writing my small family book, I was particularly interested in the formatting, editing, and design part. Mine is just a very limited print (maybe 30 copies) so I am flying without an editor or designer. I'm just giving it away as gifts to relatives, so no marketing either. They get it warts and all! Anyway, I digress. Thank you very much for the presentation and the handouts. Very helpful! Deb, Edmonton, Alberta

I just wanted to thank you, Jamie and the Uxbridge Library for arranging and hosting one of the most valuable presentations that I've attended. It was very informative, and answered all the burning questions that I had about self-publishing. I found Jamie an engaging presenter who kept me interested and focused the entire event. I was amazed at how much valuable information was shared in such a short timeframe.

I also found the various guides provided by Friesen to be informative, useful, easy to read, and understand.

Since I now know the next steps, I will take Jamie's advice and exercise that muscle and complete my writing.

Once again, thank you for inviting me to this presentation. Regards..... Rosemary

Thanks so much for getting that link to me soon before the talk started.

Jamie Ollivier's presentation was excellent, and - as you mentioned - kept my attention the whole time.

I'm avidly working on a family history, and am currently partway through an initial draft. So this talk was well-positioned for me, as I can think ahead to options and steps for when my draft manuscript is complete (or in earlier stages when it's ready for editing and feedback).

FriesenPress sounds good, and I'll enjoy and benefit from looking at their blog.

Thanks again, Barbara Victoria BC

That was a wonderful Zoom presentation Ian. Thank you so much for your work to organize, as well as finding a very informative presenter. I'd appreciate a copy of the recording once he sends you the link, as I'm sure I'll need to re-listen to it in order to catch all of the new info once again. You obviously hit on a topic of interest to many. Louise

RECOMMENDATION

1. THAT Report LB-05/22 be received from Corrinne Morrison, Library Manager for information;
2. AND THAT staff send a Thank You note on behalf of the Library Board to Ian for sharing his expertise and volunteering for this wonderful workshop.

Respectfully Submitted by:

Corrinne Morrison
Program and Outreach Coordinator