



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, September 22, 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 June Minutes

5. Committees:

5.1 Finance – Amanda

- June accounts
- July accounts
- August accounts
- Q2 summary Report
- FW – from Council Report RC 13-22 Library Masonry Repair and Restoration
- Report LB 07-22 Library Painting
- BIA partnership / Sunday hours

5.2 Governance and HR Committee

- Recap on Overdue Fines - Corrinne
 - CBC Story on Overdue Fines, Kitchener-Waterloo
- Grants update
 - Inclusive Community Grant – Submitted / Still Pending
- Update on Ontario Library Service Meeting - Dave
 - Focused on upcoming Board Legacy and Appointment process.
 - Benefits of being more involved in the appointment process.
 - Being able to have input in the selection process?
 - Potential openness to the concept in the municipality.
- Below, some related web pages, resources, and upcoming events:



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- OLS Virtual Conference: Board Members, September 21, 6pm.
[REGISTER](#)
- [Board Legacy Documents](#)
- [Board Self-Evaluation](#)
- [Board Appointment process](#) (working with your municipality) ([this link](#) includes the letter from the London Public Library Board to City Council. See page 9)
- Additionally, in Spring 2023, we'll be hosting approx. 12 orientation sessions across the province for Board Members. More details will be made available in the Winter.

5.3 Community Committee

- [The Township Empire: Our Public Libraries - Yahoo News Canada](#)
- [DID YOU KNOW?: Unique items to borrow at the Uxbridge Public Library | The Star](#)
- Uxbridge Cosmos – September 14th

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 October 27, 2022 @ 7 pm

12. Adjournment



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, June 23, 2022 @ 7:00 PM

Location: Zephyr Hall, 310 Zephyr Rd. Zephyr

Present: Dave Phillips, Corrinne Morrison, Amanda Ferraro, Agnes Croxford, Willie Popp, Gord Shreeve, Dwight Clements, Donna Condon (virtual), Gary Ruona,

Guest: Cathy

Regrets:, Dave Barton, Martin Koolhaas

1. Dave Phillips called the meeting to Order at 7:06 pm.

- Welcome Cathy (Guest)
- First Nations Land Acknowledgement

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 April Minutes

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

5. Committees:

5.1 Finance – Donna

- **Uxbridge Library Financial Statements 2021**

- Library accounts for the year ended December 31, 2021, were audited during the first 2 weeks of April by Deloitte, the audit went well and there were no issues noted.
- Independent Auditor's Report – pages 1 and 2 – based on their audit, it is Deloitte's opinion that the F/S present fairly in all material respects, the financial position of the Library as at December 31, 2021 and results of its operations of the Library for the year 2020.....represents a clean/unqualified audit report, which is what we want to see. Remainder of the report speaks to the responsibilities of both Management and Auditors.
- Statement of Financial Position – page 3
- list assets and liabilities of the Library – not a lot of change from the previous year
- Due from Township of Uxbridge - the Library does not have an active bank account – so all transactions both cash received



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, June 23, 2022 @ 7:00 PM

Location: Zephyr Hall, 310 Zephyr Rd. Zephyr

(grants, revenues, Township Funds etc) and cash paid (payroll, payment of invoices) on account of the Library go through this account. Since the balance is a 'debit', it is what the Township would owe the Library at the end of 2021.

- tangible capital assets – bulk of this number represents the Library's collection of books, DVD etc.
- Statement of Operations – page 4
- Total actual revenues \$846,836 are pretty much in line with budget revenues of \$840K – which is great
- total actual expenses are less than budget – by approx.. \$45K. If you recall during the 2021 Budget process the Library also committed to achieving COVID savings of \$40,700 – so that was achieved. If you look at R&M – over budget by \$101K – this was due to clock tower renos – which was funding in part through savings in salaries/wages/benefits which amounted to \$123K which was great.
- shows a surplus of \$24K for the year 2021
- Notes to the F/S – pages 7 - 11
- highlight significant accounting policies of the Library – no changes during the year – same as prior years.
- Note 6 – accumulated surplus – represents real cash surplus. The balance at the end of the year was \$314K – which is a good surplus to have on hand (for unexpected events/expenditures)
- Note 8 – Commitments – need to make future payments – which are funded through the operating budget - \$25,547 paid in 2021 and \$18,069 for years 2020 to 2024 – to pay the Township back for the cost of Library renovations (10 years) (payments started in 2015)
- Treasures asked the Library Board to approve the 2021 Financial Statements and the Final version will follow.

✓ *Moved by Dwight, seconded by Gord to approve the 2021 draft Financial Statements ; carried*

- Report: TR-10/22, FROM: Donna Condon, Treasurer
 - Re: Procurement: Update and Modernization of Procurement Bylaw, Policies, Procedures and Templates.

✓ *Receive for information...Moved by Willie seconded by Gary; carried*



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, June 23, 2022 @ 7:00 PM

Location: Zephyr Hall, 310 Zephyr Rd. Zephyr

- April accounts
- May accounts

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

5.2 Governance and HR Committee

- Revised Covid 19 Safety Plan (see attached)
- Smoking/Vaping on Township property
 - new signs posted with updated regulations.
- Incident on June 1
 - Re: Homelessness / I.D needs when none are present. Staff did a great job solving the problem.
- Grants update
 - Inclusive Community Grant – Submitted / Pending
- Report LB 06-22

✓ Receive for information, *Moved by Agnes, seconded by Willie; carried*

5.3 Community Committee

- Report LB 05-22

✓ *Receive for information, Moved by Gord, seconded by Agnes; carried*

- Drag Queen Event recap – well attended 60 people (a few protesters but moved on after Police asked them to). A very fun and inclusive event.

6. New Business

- The BIA has applied for a FedDev grant to bring visitors downtown. Project includes: restoration of Murals, beautify parkette, bike racks, downtown coordinator, engaged town trolley tours (hop on, hop off linked with Farmers Market), open shops on Sundays, plus maybe Expand Library hours???

7. Ongoing Business / Action items

- Facility update
 - No major damage due to the storm. Minor issues with the power outage but all issues are resolved.



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, June 23, 2022 @ 7:00 PM

Location: Zephyr Hall, 310 Zephyr Rd. Zephyr

- The Clock Tower Restoration project is being submitted for a CAHP (Canadian Association of Heritage Professionals) award in the category of Conservation: Small & Lovely.
 - Link to the 2021 awards if you are curious. [2021 Awards - CAHP \(cahp-acecp.ca\)](https://cahp-acecp.ca)

8. Correspondence

9. Round Table

- Lots of positive compliments about the Library and the staff during COVID

10. Council Connects

- The Downtown revitalization committee continue to seek opportunities for event space / town square. Building department looking for possibilities for downtown development / heritage prospects.

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

✓ ***Moved by Willie, seconded by Dwight to go in camera at 8 pm; carried***

✓ ***Moved by Dwight, seconded by Gary to come out of camera at 8:05; carried***

Motion thatCatherine Peters be recommended to Council to become a Library Board Members.

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

12. Date of Next Board Meeting: September 22nd at 7 pm unless an emergency meeting is called by CEO or Library Board Chair.

13. Adjournment 8:15 pm

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

Date	Vendor Check Name	Invoice Number	Invoice Description	Amount \$
2022-06-02	LAWNSCAPE	42530-LIBRARY	GRASS CUTTING-MAY 9,16	56.50
2022-06-02	ELEXICON ENERGY	51001548-02/MAY2022	HYDRO-APR 8 TO MAY 6	757.23
2022-06-02	ENBRIDGE	113542251003/MAY2022	ESTIMATE-APR 15 TO MAY 17	494.19
2022-06-06	CIBC VISA	APR 25 TO MAY 24/22	EXPENSES-APR 25 TO MAY 24	1,064.42
2022-06-15	C.E.T. PROPERTY MAINTENANCE INC.	1806-LIBRARY	GRASS CUTTING-MAY 23 & 30-LIB	113.00
2022-06-15	C.E.T. PROPERTY MAINTENANCE INC.	1805-LIBRARY	GRASS CUTTING-MAY 9 & 16-LIB	113.00
2022-06-15	ELEVATOR ONE INC.	INV-09148-D8B9	SERVICE	900.00
2022-06-15	HEAT-AIR MECHANICAL LTD.	36170	SERVICE	5,796.61
2022-06-15	LAWNSCAPE	42606-LIBRARY	GRASS CUTTING-MAY 23 & 30-LIB	56.50
2022-06-15	LIBRARY SERVICES CENTRE	624090	BOOKS	257.56
2022-06-15	PEGGY KENNEDY	PETTY CASH-MAY/22	PETTY CASH-SUPPLIES	230.07
2022-06-15	TODD BOWEN ENTERPRISES INC.	5292216	REPAIRS	522.81
2022-06-15	BLUE HERON BOOKS	351567	BOOKS	37.75
2022-06-15	BELL CANADA	9058529748/JUNE2022	TELEPHONE-JUNE	85.26
2022-06-15	BELL CANADA	9054732375/JUNE2022	TELEPHONE-JUNE	115.64
2022-06-15	CWB NATIONAL LEASING	18513741	PHONE EQUIP LEASE - JULY	353.92
2022-06-15	FIBERNETICS CORPORATION	562983	TELEPHONE-JUNE 1 TO JULY 1	135.54
2022-06-15	HEAT-AIR MECHANICAL LTD.	36122	HVAC SERVICE	298.32
2022-06-15	LIBRARY SERVICES CENTRE	624449	BOOKS	337.86
2022-06-15	LIBRARY SERVICES CENTRE	623840	BOOKS	779.06
2022-06-15	NETAGEN	87005-LIBRARY	SERVICES-JUNE-LIBRARY	2,041.91
2022-06-28	DATA AXLE inc.	10003992338	FIND MY PAST SUBSCRIPTION	1,168.42
2022-06-28	DE LAGE LANDEN	8548887	COPIER-7/15/22 TO 8/14/22	173.44
2022-06-28	BLUE HERON BOOKS	347851	BOOKS	13.64
2022-06-28	HYDRO ONE NETWORKS INC.	200072033278/JUN2022	HYDRO-MAY 6 TO JUNE 7	164.56
2022-06-28	MINISTER OF FINANCE	APRIL EHT-LIB2022	APRIL EHT LIBRARY	620.40
2022-06-28	MINISTER OF FINANCE	JUNE EHT 2022	JUNE EHT 2022-LIBRARY	646.61
2022-06-28	11158465 CANADA INC. C/O JIM NELSON	566102	CARETAKING-JUNE	1,898.40
2022-06-28	LIBRARY SERVICES CENTRE	83715	BOOKS	2,398.43
2022-06-28	XEROX CANADA LTD.	85582982	COPIES-JUNE	60.64
2022-06-28	CORPORATE EXPRESS CANADA INC.	C505910-00611224-LIB	OFFICE SUPPLIES-LIBRARY	86.98

2022-06-28 MINISTER OF FINANCE

MAY EHT 2022

MAY EHT LIBRARY 2022

616.96

22,395.63

Date	Vendor ID	Vendor Name	Invoice Number	Invoice Description	Amount \$
2022-07-06	VER001	ELEXICON ENERGY	51001548-02/JUN2022	HYDRO-MAY 8 TO JUNE 8	893.30
2022-07-06	CET001	C.E.T. PROPERTY MAINTENANCE INC.	1810-LIBRARY	GRASS CUTTING-JUNE 6&13-LIB	113.00
2022-07-06	CIB003	CIBC VISA	MAY 25 TO JUNE 24/22	EXPENSES-MAY 25 TO JUNE 24	2,466.17
2022-07-06	ENB001	ENBRIDGE	113542251003/JUN2022	ACTUAL-APR 15 TO JUNE 16	50.35
2022-07-06	LAW001	LAWNSCAPE	42825-LIBRARY	GRASS CUTTING-JUNE 6&13-LIB	56.50
2022-07-19	THE005	THE COMPUTER MEDIA GROUP	1512198-IN	SUPPLIES	28.91
2022-07-19	THE005	THE COMPUTER MEDIA GROUP	1512198-IN	SUPPLIES	28.91
2022-07-19	THE005	THE COMPUTER MEDIA GROUP	1512198-IN	SUPPLIES	79.88
2022-07-21	CET001	C.E.T. PROPERTY MAINTENANCE INC.	1812-LIBRARY	GRASS CUTTING-JUNE20/27-LIB	113.00
2022-07-21	AMA002	AMANDA FERRARO	JUN 23, 2022	LIBRARY BOARD MEETING	49.97
2022-07-21	BLU001	BLUE HERON BOOKS	353968	BOOKS	53.67
2022-07-21	BLU001	BLUE HERON BOOKS	353385	BOOKS	70.50
2022-07-21	FIB003	FIBERNETICS CORPORATION	569942	TELEPHONE JULY 1 TO AUG 1	135.54
2022-07-21	CWB001	CWB NATIONAL LEASING	18521220	PHONE EQUIP LEASE - AUG	353.92
2022-07-21	LAK003	LAKERIDGE HEALTH	B9357-Q1 LIBRARY 22	CARDIAC SAFFE PROGRAM APR-JUN	282.50
2022-07-21	LIB001	LIBRARY SERVICES CENTRE	624745	BOOKS	229.95
2022-07-21	LIB001	LIBRARY SERVICES CENTRE	625785	BOOKS	490.96
2022-07-21	HYD005	HYDRO ONE NETWORKS INC.	200072033278/JUL2022	HYDRO-JUNE 7 TO JULY 8	149.78
2022-07-21	LIB001	LIBRARY SERVICES CENTRE	625148	BOOKS	225.97
2022-07-21	LIB001	LIBRARY SERVICES CENTRE	626617	BOOKS	311.87
2022-07-21	THE005	THE COMPUTER MEDIA GROUP	1512198-IN	SUPPLIES	191.08
2022-07-21	LAW001	LAWNSCAPE	42841-LIBRARY	GRASS CUTTING-JUNE 20/27-LIB	56.50
2022-07-21	WHI007	WHITEHOTS INC	3448697	BOOKS	207.61
2022-07-21	PRE005	PRESSE COMMERCE	PERSO009071126	MAGAZINES	355.10
2022-07-21	BLU001	BLUE HERON BOOKS	353386	BOOKS	11.75
2022-07-21	BEL001	BELL CANADA	9058529748/JULY2022	TELEPHONE-JULY	71.70
2022-07-21	BEL001	BELL CANADA	9054732375/JUL2022	TELEPHONE-JULY	116.44
2022-07-21	CET001	C.E.T. PROPERTY MAINTENANCE INC.	1813-LIBRARY	GRASS CUTTING-JULY 4/11-LIB	113.00
2022-07-21	DUR013	DURHAM REGION -UTILITY FINANCE	7884100000/JULY2022	WATER AND SEWER-APR26-JUN28	487.66
2022-07-21	DLF001	D & L FIRE PROTECTION LIMITED	55923	JUNE 2022 ANNUAL INSPECTION	521.27
2022-07-21	LIB001	LIBRARY SERVICES CENTRE	625465	BOOKS	195.56

2022-07-21 LIB001	LIBRARY SERVICES CENTRE	626039	BOOKS	482.27
2022-07-21 LIB001	LIBRARY SERVICES CENTRE	626364	BOOKS	187.90
2022-07-21 LIB001	LIBRARY SERVICES CENTRE	626562	BOOKS	3,288.48
2022-07-21 LAW001	LAWNSCAPE	43077-LIBRARY	GRASS CUTTING-JULY 4/11-LIB	56.50
2022-07-21 WHI007	WHITEHOTS INC	3452351	BOOKS	80.34
				<u>12,332.41</u>

Date	Vendor Check Name	Invoice Number	Invoice Description	Amount \$
2022-08-04	ENBRIDGE	113542251003/JUL2022	ESTIMATE-JUNE 17 TO JULY 18	\$179.24
2022-08-04	FIBERNETICS CORPORATION	576870	TELEPHONE AUG 1 - SEPT 1	\$135.54
2022-08-04	C.E.T. PROPERTY MAINTENANCE INC.	1815-LIBRARY	GRASS CUTTING-JULY 18&25-LIB	\$113.00
2022-08-04	CWB NATIONAL LEASING	18528585	PHONE EQUIP LEASE - SEPT	\$353.92
2022-08-04	DE LAGE LANDEN	8591591	COPIER-8/15/22-9/14/22	\$173.44
2022-08-04	11158465 CANADA INC. C/O JIM NELSON	566112	CARETAKING-JULY	\$1,988.80
2022-08-04	LAWNSCAPE	43098-LIBRARY	GRASS CUTTING-JULY 18&25-LIB	\$56.50
2022-08-04	ROGERS	234-577581309/JL2022	INTERNET-JULY 22 TO AUG 21	\$135.59
2022-08-04	ELEXICON ENERGY	51001548-02/JULY2022	HYDRO-JUNE 8 TO JULY 8	\$1,305.11
2022-08-04	NETAGEN	87981-LIBRARY	SERVICES-JULY-LIBRARY	\$2,041.91
2022-08-05	CIBC VISA	JUNE 25-JULY 24/22	EXPENSES-JUNE 25 TO JULY 24	\$1,384.60
2022-08-09	ETHAN GOLDSMITH	03-AUG-22	SUPPLIES	\$288.26
2022-08-09	HEAT-AIR MECHANICAL LTD.	36494	HVAC MAINTENANCE	\$1,089.92
2022-08-09	XEROX CANADA LTD.	85599802	SERVICE	\$92.72
2022-08-09	HEAT-AIR MECHANICAL LTD.	36479	HVAC MAINTENANCE CONTRACT	\$2,430.95
2022-08-09	MARTY S WINDOW CLEANING	39	WINDOW CLEANING	\$124.30
2022-08-23	HYDRO ONE NETWORKS INC.	200072033278/AUG2022	HYDRO-JULY 8 TO AUG 9	\$78.68
2022-08-23	11158465 CANADA INC. C/O JIM NELSON	566122	CARETAKING-AUG	\$1,988.80
2022-08-23	BELL CANADA	9058529748/AUG2022	TELEPHONE-AUG	\$76.90
2022-08-23	BLUE HERON BOOKS	353814	BOOKS	\$44.06
2022-08-23	C.E.T. PROPERTY MAINTENANCE INC.	1816-LIBRARY	GRASS CUTTING-AUG 1,8-LIB	\$113.00
2022-08-23	ENVIROTURF	40960	SERVICE	\$550.06
2022-08-23	LAKERIDGE HEALTH	B9357-280622-LIB	TRAINING-PAD/AED-LIBRARY	\$113.00
2022-08-23	LAWNSCAPE	43320-LIBRARY	GRASS CUTTING-AUG 1,8-LIB	\$56.50
2022-08-23	LIBRARY SERVICES CENTRE	626916	BOOKS	\$299.10
2022-08-23	LIBRARY SERVICES CENTRE	627745	BOOKS	\$327.39
2022-08-23	BELL CANADA	9054732375/AUG2022	TELEPHONE-AUG	\$116.44
2022-08-23	BLUE HERON BOOKS	355057	BOOKS	\$158.63
2022-08-23	BRODART CANADA COMPANY	073414	LABELS	\$278.49
2022-08-23	DE LAGE LANDEN	8633708	COPIER	\$173.44
2022-08-23	LIBRARY SERVICES CENTRE	627144	BOOKS	\$418.26

2022-08-23 LIBRARY SERVICES CENTRE	627427	BOOKS	\$148.43
2022-08-23 LIBRARY SERVICES CENTRE	627428	BOOKS	\$23.83
2022-08-23 11158465 CANADA INC	566133	EXTRA CLEANINGS	\$723.20
2022-08-31 BLUE HERON BOOKS	355590	BOOKS	\$43.64
2022-08-31 BLUE HERON BOOKS	355572	BOOKS	\$45.33
2022-08-31 LIBRARY SERVICES CENTRE	628059	BOOKS	\$59.30
2022-08-31 PEGGY KENNEDY	AUG 24 2022	PETTY CASH	\$143.75
2022-08-31 THE COMPUTER MEDIA GROUP	1519271-IN	INK	\$245.85
2022-08-31 ELEXICON ENERGY	51001548-02/AUG2022	HYDRO-JULY 8 TO AUG 8	\$1,635.45
2022-08-31 BLUE HERON BOOKS	355422	BOOKS	\$106.67
2022-08-31 BLUE HERON BOOKS	355414	BOOKS	\$128.46
2022-08-31 LAWNSCAPE	43330-LIB	GRASS CUTTING-AUG 15&22-LIB	\$56.50
2022-08-31 ROGERS	234-577581309/AUG22	INTERNET AUG 22 - SEPT 21	\$113.72
2022-08-31 TACOMA ENGINEERS INC.	85211	UPL MASONRY RESTORATION	\$2,374.40
2022-08-31 XEROX CANADA LTD.	85609264	AUGUST BILLING	\$90.57
			<u>\$22,625.65</u>

**Township of Uxbridge
Library Summary Report
For the Six Months Ending June 30, 2022**

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Budget	YTD Variance	2022 Budget
<u>Operating Expenses:</u>						
Library Materials Purchased	\$12,686	\$17,538	\$33,192	\$35,076	\$1,884	\$70,150
<u>Programming:</u>						
Programs	411	1,272	449	2,544	2,095	5,100
Promotion	0	273	150	546	396	1,100
Total Programming	411	1,545	599	3,090	2,491	6,200
Administrative Costs	1,025	4,758	1,852	9,516	7,664	19,050
Repairs and Maintenance	22,638	26,289	53,882	52,578	-1,304	105,150
Utilities	7,864	7,542	15,387	15,084	-303	30,175
<u>Equipment & Maintenance:</u>						
Photocopying	155	573	286	1,146	860	2,305
Equipment Maintenance	671	624	1,489	1,248	-241	2,500
Hardware and Software	80	2,673	133	5,346	5,213	10,700
Computer Maintenance	8,264	6,999	13,780	13,998	218	28,000
ISPN fees	519	750	1,068	1,500	432	3,000
Total Equipment	9,689	11,619	16,756	23,238	6,481	46,505
Salaries, Wages & Benefits	125,444	147,060	245,039	294,120	49,081	590,057
Professional Development	0	1,875	2,356	3,750	1,394	7,500
Health & Safety	254	480	254	960	706	1,925
Mileage	0	300	0	600	600	1,200
Repayment to Town Reserve	0	6,513	0	13,026	13,026	26,058
COVID-19 Cost Savings	0	-6,999	0	-13,998	-13,998	-28,000
Total Expenses - Per Budget	180,011	218,520	369,317	437,040	67,722	875,970
<u>Other Items:</u>						
Amortization - TCA	23,750	20,751	47,500	41,502	-5,998	83,000
Amortization - Other	0	3,000	0	6,000	6,000	12,000
Transfer to TCA	-12,686	0	-33,192	0	33,192	0
	11,064	23,751	14,308	47,502	33,194	95,000
Total Expenses	191,075	242,271	383,625	484,542	100,916	970,970

**Township of Uxbridge
Library Summary Report
For the Six Months Ending June 30, 2022**

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Budget	YTD Variance	2022 Budget
<u>Operating Revenues:</u>						
<u>Grants:</u>						
Municipal Grants	204,249	204,249	408,497	408,498	-1	816,994
Provincial Grant	24,176	6,045	0	12,090	-12,090	24,176
Summer Student Grant	0	2,001	-898	4,002	-4,900	8,000
Total Grants	228,425	212,295	407,599	424,590	16,991	849,170
<u>Donations:</u>						
Specified Donations	1,375	249	1,415	498	917	1,000
Material Donations	19	249	61	498	-437	1,000
Program Donations	20	0	20	0	20	0
Total Donations	1,414	498	1,496	996	-500	2,000
<u>Fundraising:</u>						
Volumes of Giving	1,000	0	1,000	0	1,000	0
General Fundraising	0	0	15	0	15	0
Total Fundraising	1,000	0	1,015	0	-1,015	0
<u>Other Revenue:</u>						
Discard Books	20	126	38	252	-214	500
Programming Revenue	8,518	1,749	8,518	3,498	5,020	7,000
Room Rentals	170	126	170	252	-83	500
Late Fines	1,866	999	3,192	1,998	1,194	4,000
Genealogy Income	110	99	110	198	-88	400
Interest Income	234	174	234	348	-114	700
Sundry	531	300	939	600	339	1,200
Total Other Revenue	11,449	3,573	13,201	7,146	-6,056	14,300
Total Revenues - Per Budget	242,288	216,366	423,311	432,732	9,419	865,470
<u>Items not Budgeted:</u>						
Federal Grant	0	2,625	0	5,250	-5,250	10,500
	0	2,625	0	5,250	5,250	10,500
Total Revenues	242,288	218,991	423,311	437,982	14,669	875,970
<u>Net Expenditures - Per Budget</u>						
Net Expenditures	-51,213	23,280	-39,686	46,560	86,246	95,000



REPORT

Recreation Programs, Culture and Tourism

TO: Mayor and Members of Council

FROM: Amanda Ferraro, Director of Community Services

DATE: August 8, 2022

REPORT: RC-13/22 **FILE NO.**

SUBJECT: Library Masonry Repairs and Restoration

BACKGROUND:

The Library Masonry repairs were highlighted in the 2019 Library Building Condition Audit. This project was tendered with the assistance of Tacoma engineering and included:

- Phase 1: Stone masonry restoration from top of stone down to grade/sidewalk elevation including concrete sill replacement and downspout repair as noted in Tender: U-22-24 scope of work and drawings.
- Phase 2: Brick masonry restoration and brick replacement in isolated locations from top of stone up to main roof overhang as noted in Tender: U-22-24 scope of work and drawings.
- Phase 3: Brick masonry restoration and brick replacement in isolated locations for chimney only included capping existing chimneys as noted in Tender: U-22-24 scope of work and drawings.

DISCUSSION:

10 companies submitted bids for Tender: U-22-24 and the results are as follows:

Company name	Total price	Phase 1	Phase 2	Phase 3
DJ McCrae Contractors	\$ 111,700.00	\$ 32,250.00	\$ 36,500.00	\$ 42,950.00
Everest Restoration	\$ 139,796.18	\$ 63,428.50	\$ 48,096.48	\$ 28,271.20
Colonial Building Rest.	\$ 149,500.53	\$ 45,730.28	\$ 67,976.12	\$ 35,794.13
Historic Restoration	\$ 195,800.00	\$ 91,300.00	\$ 68,600.00	\$ 35,900.00
Atwill-Morin	\$ 196,401.00	\$ 81,302.00	\$ 68,969.00	\$ 46,130.00
Fleming Heritage	\$ 197,950.00	\$ 117,500.00	\$ 51,300.00	\$ 29,150.00
Robertson Restoration	\$ 202,000.00	\$ 70,000.00	\$ 79,000.00	\$ 53,000.00
Clifford Restoration	\$ 260,000.00	\$ 120,000.00	\$ 91,000.00	\$ 49,000.00
Phoenix Restoration	\$ 285,200.00	\$ 123,700.00	\$ 96,800.00	\$ 64,700.00
Rutherford Contracting	\$ 306,714.00	\$ 116,802.00	\$ 99,441.00	\$ 90,471.00

This project was included in the 2022 Capital budget at an estimated cost of \$95,000. Now that the tenders for the project have been received and reviewed, Staff estimate this project to cost \$140,000, which includes project planning and management costs, cost to complete the masonry repairs, non-recoverable HST and contingency.

This project will be funded by the 2022 property tax levy of \$25,000 and the remainder of funding from savings in prior years (when a Staff vacancy was left vacant in order to save funds to be used for capital projects for the Library).

The Treasurer has confirmed that sufficient funds exist for this project.

References for DJ McCrae Contractors have been checked and Tacoma Engineering is comfortable with working with this company for the Library Masonry Repairs and Restoration work as outlined in Tender U-22-24.

RECOMMENDATION

THAT Report PR-13/22 from Amanda Ferraro, Director of Community Services be received for information;

AND THAT Council approve the awarding of this Project to DJ McCrae Contractors for the amount of \$111,700 (excluding HST):

AND THAT Council approve that this project be funded by the 2022 property tax levy of \$25,000 and the remainder of funding from savings in prior years of \$115,000.

AND THAT this report be forwarded to the Library Board

Respectfully Submitted by:

Amanda Ferraro, Director of Community Services



REPORT

LIBRARY BOARD

TO: Uxbridge Public Library Board

FROM: Amanda Ferraro, Library CEO

DATE: September 22, 2022

REPORT: LB - 07/22

SUBJECT: Library Painting

BACKGROUND:

In the 2022 operating budget the painting of the exterior of the Uxbridge public Library was budgeted within our operating budget.

A request for quote (Q22-07) was sent out in June and the scope of work included:

1. Compliance with "Working at Heights" and training in "Working at Heights" is required.
2. **To paint or stain all wooden surface areas on the outside of the building** (excluding the louvre which are now a composite material).
3. To thoroughly wash, scrap, sand and dust areas before painting.
4. Paint all areas that are to be painted two coats.
5. Type of paint to be discussed prior to awarding the contract.
6. **The Township will supply all stain and paint.**

The project was broken into (1) Painting the lower sections and (2) Painting the higher sections. The higher sections will require a lift or scaffolding.

DISCUSSION:

Three companies bid on the painting.

Rutherford Contracting Ltd.	Lower section	\$11,800 plus HST
	Higher section	\$34,125 plus HST
Fleming Heritage Restoration	Lower section	\$45,000 plus HST
	Higher section	\$111,690 plus HST
Colonial Building Restoration	Lower section	\$68,050 plus HST
	Higher section	\$84,680 plus HST

Due to the Masonry project happening at the same time Rutherford Contracting Ltd. was approached to break the project into two parts and complete the Painting project over two years. The lower section happening in 2022 and the proposed higher section happening in 2023.

RECOMMENDATION

1. THAT Report LB-07/22 be received from Amanda Ferraro, Library CEO for information.
2. AND THAT the Library Board approve Rutherford Contracting Ltd. for the exterior Painting of the Library.
3. AND THAT the higher section be forwarded to the 2023 Library budget discussions for approval.

Respectfully Submitted by:

Amanda Ferraro
Library CEO

Kitchener-Waterloo

These Ontario libraries say more people borrow items and return them on time after overdue fines dropped

'It's not really the job of the library to make money,' Michelle Campbell of Guelph library says

Kate Bueckert · CBC News · Posted: Aug 27, 2022 6:00 AM ET | Last Updated: August 27



Some libraries in Ontario have dropped fines for overdue items. Staff say the move has led to more people accessing the library to borrow items and use services. (Hallie Cotnam/CBC)

comments



An interesting thing happened at the Kitchener Public Library in Ontario after overdue fines were eliminated: More people started returning their borrowed items on time.

Mary Chevreau, the library's chief executive officer, said when fines were originally introduced, it was to motivate people to bring back their items on time, but now, "it's sort of reverse psychology."

"Those who, of course, could afford to not bring them back on time couldn't care less whether they paid the fine or not, and others who didn't bring them back on time ... would bring them back late, but wouldn't pay the fines," she told CBC News.

Now, "people bring their items back more on time than ever before."



Kitchener Public Library CEO Mary Chevreau says staff have reported more borrowed items are being returned on time since the library went fine free. (Jackie Sharkey/CBC)

A growing number of Ontario libraries have opted to do away with fines for overdue books and other items because they're seen as a barrier for many people.

Kelly Bernstein, CEO of the Brant Public Library and member of the Ontario Library Association's research and evaluation committee, said more than 80 libraries in the province have stopped issuing fines on a temporary or permanent basis.

When fees were introduced, it was seen as a way to encourage people to return materials on time. It was thought a fine of as little as 10 cents a day would be enough incentive to get books and other items back on their due dates, but when people were days late with multiple items, they could accumulate a significant fine.

Bernstein said research showed some people felt "shame or fear of huge bills that drives them away" and some felt they couldn't enter a library to access computers, services or programs.

Getting rid of fines means staff can focus on recommending books or helping people access services "rather than have awkward conversations about owing \$5," Bernstein said in an email.

"The sad truth is, there are lots of people who can't afford to pay that \$5, so they avoid the library entirely."

'Totally worth' not fining borrowers

Bernstein said some libraries may have concerns about going fine free, "but it's totally worth it."

When people were charged overdue fines, she'd often see parents trying to impose their own limits on how many books their children could borrow.

"When my library went fine free in 2019, I remember a single dad who brought his two girls to the library every week. He was so delighted and visibly relieved to tell his kids they could take home as many books as they wanted," she said.

"I can still picture a young boy who said to us, with huge eyes, 'You mean I can take more than one?' That's the kind of joy that we want everyone to feel when we use the library."

- [**Thunder Bay Public Library to clear late charges from all records**](#)
- [**How much have you saved borrowing books? P.E.I. libraries can tell you**](#)

In the northern Ontario town of Cochrane, the library's collection services technician, Ardis Proulx-Chedore, said going fine free has resulted in an increase in patrons, including more children and families "than ever before."

"Just the basic concept that libraries are not going to pester you for a few bucks really seems to have encouraged usage of our resources," Proulx-Chedore said in an email.

"In retrospect, we have even noticed that monetary donations are up from those who do end up with overdue materials. They do not feel the pressure of a mandatory fine, so sometimes people give from their heart."



A woman returns a book to a Vancouver Library branch in this file photo. The Ontario Library Association's research and evaluation committee has created a tool kit to help libraries who want to go fine free. (Ben Nelms/CBC)

Anjana Kipfer, manager of marketing and communications at Waterloo Public Library, has noticed going fine free has changed how people feel about the library.

The library is among those that temporarily eliminated fees early in the COVID-19 pandemic. It decided to do away with fines permanently earlier this year.

- **'Welcome back home, lost one!' Hamilton library celebrates return of book after 27 years**
- **B.C. man returns book to U.K. library — more than 48 years overdue**

"People have come in and said they are now using the library for the first time because they're able to kind of get these items, and if they are a day late or something, they don't feel stressed out about having to return those items," Kipfer said in an interview.

The Ottawa Public Library did away with overdue fines in January 2021. Spokesperson Anthony Langlois said 95 per cent of people with items deemed "lost" had returned them in the first quarter of that year, amounting to more than \$500,000 worth of recovered materials.

"To date in 2022, [the library] has seen close to 99 per cent of materials returned on time or within three weeks of the due date," Langlois said.

Revenue from fines 'extremely low'

Bernstein said the Ontario Library Association's research and evaluation committee created a toolkit to help libraries make the case of going fine free to stakeholders.

"Staff time and resources can be more expensive than you think," Bernstein said. "For every \$5 collected in fines, it can cost up to \$5.95 to collect it. There are also costs that are harder to quantify; staff morale and patron shame are huge factors."



Parents and children take part in a storytime at Guelph Public Library's east-side branch. Michelle Campbell, the library's manager of public service, says they've noticed a trend where people are 'coming back feeling comfortable using the library again.' (Kate Bueckert/CBC)

Since going fine free on Jan. 1, the Guelph Public Library has registered more than 4,000 people as library patrons — a five-year high. Michelle Campbell, the library's manager of public service, said that includes people who are new to the library and individuals who allowed their memberships to lapse.

"We're noticing an upward trend that way as well in terms of those people coming back feeling comfortable using the library again."

Campbell said while they knew getting rid of fines would mean a loss of revenue, "it's not really the job of the library to make money." As well, the amount of money the library brought in from overdue fines was "extremely low and had just been getting lower."

Helen Kelly, CEO of the Idea Exchange in Cambridge, which went fine free in January, said they've seen a 38 per cent increase in new memberships this year over the same period in 2021.

"In the first half of 2022, we have seen a 66 per cent increase in borrowing of physical materials compared to the same period last year." Kelly said.

"As one member told us, 'You truly are a lifeline.'"

With files from Gurleen Kaur Buttar

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