



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, September 19, 2024 @ 7:00 PM

Location: Uxbridge Public Library

1. Call to order - Dave

- First Nations Land Acknowledgement

2. Announcements and Guest speakers

- Round table

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

4. Approval of Agenda

5. Approval of June Minutes

6. Committees:

6.1 Governance and HR Committee

- Policy to be reviewed: Resource Sharing Policy (ILLO)

6.2 Finance

- June, July, August accounts
- August summary
- Draft Operational budget
- Draft Capital budget
- FCM grant update- Amanda

6.3 Community Committee

- Zephyr Library and Zephyr Hall Survey Results
- Report LB 02-24 Zephyr Library Survey
- Official Strategic Plan

7. New Business

-

8. Ongoing Business / Action items.

- New Children's Library desk

9. Correspondence



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, September 19, 2024 @ 7:00 PM

Location: Uxbridge Public Library

10. Date of Next Board Meeting: October 17, 2024, at 7 pm

11. Adjournment



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, June 20, 2024 @ 7:00 PM

Location: Uxbridge Public Library

Present: Dave Phillips, Agnes Croxford, Gord Shreeve, Dwight Clements, Zed Pickering, Corrinne Morrison, Amanda Ferraro

Regrets: Cathy Peters, Kate Devine, Christine McKenzie, Sheldon Wolfson,

Guests: Marlene Riddle, Janet Betts,

1. Dave called the meeting to Order at 7:00 pm.

- First Nations Land Acknowledgement - Dave

2. Announcements / Round table

- Reminder that the library is a Cooling Centre

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

✓ *No disclosures*

4. Approval of Agenda

✓ *Approved, moved by Zed, seconded by Agnes; carried.*

5. Approval of March Minutes

✓ *Approved, moved by Dwight, seconded by Gord; carried.*

6. Committees:

6.1 Governance and HR Committee

- Policy review: Resource Sharing Policy (ILLO)
 - Looking to update this over the summer. Update with new guidelines etc...

6.2 Finance

- May accounts and May summary
 - ✓ *Approved, moved by Agnes, seconded by Dwight; carried.*
- Uxbridge Library Financial Statements 2023
 - Library accounts for the year ended December 31, 2023, audited by Deloitte.
 - the audit went well and there were no issues noted.
 - Independent Auditor's Report –based on their audit, it is Deloitte's opinion that the Financial Statements present fairly in all material



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, June 20, 2024 @ 7:00 PM

Location: Uxbridge Public Library

respects, the financial position of the Library as at December 31, 2023 and results of its operations of the Library for the year 2023, 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.

- Next step : Request Library Board to approve the 2023 Financial Statements and the Final version will follow.

- ✓ Approved, moved by Gord, seconded by Dwight; carried.

- FCM grant update-
 - We officially submitted our application to FCM's Green Municipal Fund (GMF). The estimated process from full application submission to a funding decision takes approximately four to six months.

6.3 Community Committee

- Google Review and Thank you cards
 - Lots of great comments on google reviews ie. 5 stars, very clean, friendly staff, beautiful building.
 - Lovely card thanking staff.
 - Draft Strategic Plan
 - Few grammar changes
 - Like the one-page format
 - Suggestion to send to Council
- ✓ Approved as amended and to be forwarded to Council, moved by Dwight, seconded by Zed; carried.

7. New Business

- Fun Summer program for Adults

8. Ongoing Business / Action items

- Clock update.
 - Still working on quotes



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, June 20, 2024 @ 7:00 PM

Location: Uxbridge Public Library

- Carpet update.
 - Hiring a mover and then installing carpet. Estimate disruption is one week to genealogy and to the DVD's

- Zephyr Library Community Survey.
 - The survey can be ready electronically as soon as next week.
 - Advertised on Township page, social media, radio,
 - Flyers at Library, Community Center, Mini-Mart
 - Signage outside
 - Investigating mailing.

- ✓ Approved, moved by Agnes, seconded by Gord; carried.

9. Correspondence

N/A

10. Date of Next Board Meeting: September 19, 2024, at 7 pm

11. Adjournment at 7:50 pm

- ✓ Approved, moved by Dwight, seconded by Zed; carried.

Date	Vendor ID	Vendor Check Name	Invoice Number	Invoice Description	Amount \$
2024-06-04	AND023	ANDREA STEWART	05/15/2024-EXP.	EXPENSES-APR/MAY	\$75.39
2024-06-04	CWB001	CWB NATIONAL LEASING	18698597	EQUIPMENT LEASE-JUNE	\$353.92
2024-06-04	FIB003	FIBERNETICS CORPORATION	691855	TELEPHONE-JUNE 1 TO JULY 1	\$135.54
2024-06-04	HEA002	HEAT-AIR MECHANICAL LTD.	40903	MAINTENANCE-APR	\$2,578.99
2024-06-04	VER001	ELEXICON ENERGY INC.	51001548-02/MAY2024	HYDRO-APR 8 TO MAY 8	\$847.19
2024-06-04	WHI007	WHITEHOTS INC	3532660	BOOKS	\$878.49
2024-06-04	WHI007	WHITEHOTS INC	3534009	BOOKS	\$523.37
2024-06-04	BRO001	BRODART CANADA COMPANY	91201	SUPPLIES	\$117.46
2024-06-04	BRO001	BRODART CANADA COMPANY	91200	SUPPLIES	\$224.15
2024-06-04	COR002	CORPORATE EXPRESS CANADA INC.	C633826-00611244-LIB	OFFICE SUPPLIES	\$176.79
2024-06-04	ENB001	ENBRIDGE	113542251003/MAY2024	ESTIMATE-APR 16 TO MAY 16	\$501.02
2024-06-10	CIB003	CIBC VISA	APR 25 TO MAY 24/24	EXPENSES-APR 25 TO MAY 24	\$988.75
2024-06-19	STE019	STEVE KING PROPERTY SERVICES	2017255-LIBRARY	GRASS CUTTING-MAY-LIBRARY	\$226.00
2024-06-19	PEG001	PEGGY KENNEDY	PETTY CASH-JUNE/24	SUPPLIES-PETTY CASH	\$272.94
2024-06-19	NET001	NETAGEN	133148-LIBRARY	SERVICES-JUNE-LIBRARY	\$2,796.75
2024-06-19	WHI007	WHITEHOTS INC	3534904	BOOKS	\$657.29
2024-06-19	WHI007	WHITEHOTS INC	3535516	BOOKS	\$542.69
2024-06-19	WHI007	WHITEHOTS INC	3536791	BOOKS	\$515.47
2024-06-19	WHI007	WHITEHOTS INC	3536559	BOOKS	\$298.23
2024-06-19	DELO02	DE LAGE LANDEN	9616966	COPIER-7/1/24-7/31/24	\$203.26
2024-06-19	DUR013	DURHAM REGION -UTILITY FINANCE	7884100000/JUNE2024	WATER AND SEWER-APR25-MAY27	\$207.30
2024-06-19	COR002	CORPORATE EXPRESS CANADA INC.	C639185-00611244-LIB	OFFICE SUPPLIES-LIBRARY	\$409.92
2024-06-19	IAN002	I.R. KERSHAW	UXLIB 008	ROBOTS FOR SENIORS	\$125.00
2024-06-19	IAN002	I.R. KERSHAW	UXLIB-009	ROBOTS FOR SENIORS	\$198.72
2024-06-19	RON001	RONA INC.	33220-14100141	SUPPLIES	\$56.79
2024-06-19	XER001	XEROX CANADA LTD.	P62385698	COPIES-APR 26 TO MAY 27	\$53.77
2024-06-19	BLU001	BLUE HERON BOOKS	390758	BOOKS	\$33.58
2024-06-19	HYD005	HYDRO ONE NETWORKS INC.	200072033278/JUN2024	HYDRO-MAY 4 TO JUNE 5	\$133.61
2024-06-19	LAW001	LAWNSCAPE	47632-LIB	GRASS CUTTING-MAY-LIB	\$79.10
2024-06-19	MEE001	MEEK ELECTRIC	9612	MAINTENANCE	\$493.75
2024-06-24	MIN003	MINISTER OF FINANCE	EHT-JUNE/2024	EHT-LIBRARY-JUNE	\$929.04
2024-06-25	BLU001	BLUE HERON BOOKS	391978	BOOKS	\$7.55
2024-06-26	BLU001	BLUE HERON BOOKS	391978	BOOKS	\$2.52
					<u>\$15,644.34</u>

Date	Vendor ID	Vendor Check Name	Invoice Number	Invoice Description	Amount \$
#####	CIB003	CIBC VISA	MAY 25 TO JUNE 24/24	EXPENSES-MAY25 TO JUNE 24/24	\$1,555.26
#####	UXB027	UXBRIDGE HORTICULTURAL SOCIETY	JUNE 14/2024	FLOWERS	\$223.74
#####	LAK003	LAKERIDGE HEALTH	B9357 Q12024-LIBRARY	CARDIAC SAFE-APR-JUNE/2024	\$282.50
#####	BEL001	BELL CANADA	9058529748/JUNE2024	TELEPHONE-JUNE	\$76.87
#####	BEL001	BELL CANADA	9054732375/JUNE2024	TELEPHONE-JUNE	\$135.02
#####	ENB001	ENBRIDGE	113542251003/JUN2024	ACTUAL-APR 16 TO JUNE 14	\$52.90
#####	PRE005	PRESSE COMMERCE	PERSO009074832	MAGAZINE RENEWALS	\$397.07
#####	BLU001	BLUE HERON BOOKS	391682	BOOKS	\$37.80
#####	BLU001	BLUE HERON BOOKS	391776	BOOKS	\$20.96
#####	BLU001	BLUE HERON BOOKS	391640	BOOKS	\$72.94
#####	BLU001	BLUE HERON BOOKS	391462	BOOKS	\$23.51
#####	BLU001	BLUE HERON BOOKS	391292	BOOKS	\$47.00
#####	DLF001	D & L FIRE PROTECTION LIMITED	59989	ANNUAL INSPECTION	\$420.31
#####	DUR002	DURHAM-YORK LOCK & DOOR	2534	REPAIRS	\$169.48
#####	HEA002	HEAT-AIR MECHANICAL LTD.	41101R	SERVICE	\$559.35
#####	HEA002	HEAT-AIR MECHANICAL LTD.	41133	SERVICE	\$559.35
#####	LAK003	LAKERIDGE HEALTH	B9357 Q32023-LIBRARY	CARDIAC SAFE-OCT-DEC/23	\$282.50
#####	LAW001	LAWNSCAPE	47560-LIBRARY	GRASS CUTTING-MAY 6/13-LIB	\$79.10
#####	LAW001	LAWNSCAPE	47761-LIBRARY	GRASS CUTTING-JUEN 3,10-LIB	\$79.10
#####	WHI007	WHITEHOTS INC	3538477	BOOKS	\$494.01
#####	WHI007	WHITEHOTS INC	3537824	BOOKS	\$691.59
#####	WHI007	WHITEHOTS INC	3537998	BOOKS	\$1,347.39
#####	DAT004	DATA AXLE inc.	10004221779	FIND MY PAST SUBSCRIPTION	\$1,168.42
#####	DEL002	DE LAGE LANDEN	9665671	COPIER	\$202.29
#####	IAN002	I.R. KERSHAW	UXLIB-010	ROBOTICS FOR SENIORS	\$231.25
#####	MIN003	MINISTER OF FINANCE	EHT-JULY/2024	EHT-JULY	\$921.80
#####	PEN003	PENN & MCGUIRE ELECTRIC LTD.	61	WASHROOM MAINTENANCE	\$2,257.50
#####	FIB003	FIBERNETICS CORPORATION	696559	TELEPHONE-JULY 1 TO AUG 1	\$141.13
#####	UTS001	UTS TREE CARE	7125	TREE REMOVAL	\$395.50
#####	BLU001	BLUE HERON BOOKS	391978	BOOKS	\$29.37
#####	BLU001	BLUE HERON BOOKS	392269	BOOKS	\$69.20
#####	BLU001	BLUE HERON BOOKS	392053	BOOKS	\$128.35
#####	XER001	XEROX CANADA LTD.	P62537015	COPIES	\$96.74

##### DUR045	DURHAM FIRST AID INC.	25284	BABYSITTERS COURSE	\$741.28
##### HEA002	HEAT-AIR MECHANICAL LTD.	41346	HVAC MAINTENANCE	\$913.99
##### HEA002	HEAT-AIR MECHANICAL LTD.	41303	PLUMBING MAINTENANCE	\$435.05
##### HEA002	HEAT-AIR MECHANICAL LTD.	41392	HVAC MAINTENANCE	\$2,578.99
##### CWB001	CWB NATIONAL LEASING	18704907	EQUIPMENT LEASE-JULY	\$353.92
##### KER001	KERRI DENT	45470	PUBLISHERS MEETING MILEAGE	\$63.00
##### LAW001	LAWNSCAPE	47894-LIBRARY	GRASS CUTTING-JUNE17&24-LIB	\$79.10
##### RON001	RONA INC.	33220-14119901	SUPPLIES	\$11.25
##### STE019	STEVE KING PROPERTY SERVICES	2017315-LIBRARY	GRASS CUTTING-JUNE-LIBRARY	\$226.00
##### VER001	ELEXICON ENERGY INC.	51001548-02/JUN2024	HYDRO-MAY 8 TO JUNE 8	\$1,117.33
##### WHI007	WHITEHOTS INC	3540448	BOOKS	\$901.80
##### WHI007	WHITEHOTS INC	3540266	BOOKS	\$102.07
##### WHI007	WHITEHOTS INC	3539676	BOOKS	\$1,351.58
##### WHI007	WHITEHOTS INC	3539339	BOOKS	\$717.76
##### DUR013	DURHAM REGION -UTILITY FINANCE	7884100000/JULY2024	WATER AND SEWER-MAY 27-JUN21	\$266.80
##### CIB003	CIBC VISA	JUNE 25-JULY 24/24	EXPENSES-JUNE 25 TO JULY 24	\$3,007.03
##### MAR004	MARTY S WINDOW CLEANING	23	WINDOW CLEANING-EXT.	\$135.60
##### PHA001	PHANTOM SECURITY GROUP	2024-393	SERVICE	\$175.15
##### ALE018	ALEXANDRA LAURIA-PARNIS	CAMP REFUND/7/24	CAMP REFUND	\$390.00
##### CAR011	CARTCON GENERAL CONTRACTING	3125	REPAIRS	\$4,390.05
##### COR002	CORPORATE EXPRESS CANADA INC.	C644449-00611244-LIB	OFFICE SUPPLIES	\$239.62
##### BRU008	BRUCE CLARK & SON PLUMBING &	16127	MAINTENANCE	\$223.74
##### BRU008	BRUCE CLARK & SON PLUMBING &	16179	REPAIRS	\$146.90
##### ENB001	ENBRIDGE	113542251003/JUL2024	ESTIMATE-JUNE 15 TO JULY 17	\$252.46
##### PAT010	PATTI-LYNN INTERIORS	1000048318	CARPET TILE INSTALLATION	\$8,530.69
##### BEL001	BELL CANADA	9058529748/JULY2024	TELEPHONE-JULY	\$76.87
##### BEL001	BELL CANADA	9054732375/JULY2024	TELEPHONE-JULY	\$135.02
##### FIB003	FIBERNETICS CORPORATION	FB-08735	MAINTENANCE	\$435.05
##### BLU001	BLUE HERON BOOKS	392796	BOOKS	\$134.24
##### HEA002	HEAT-AIR MECHANICAL LTD.	41407	SERVICE	\$311.47
##### HYD005	HYDRO ONE NETWORKS INC.	200072033278/JUL2024	HYDRO-JUNE 5 TO JULY 6	\$119.12
##### HEA002	HEAT-AIR MECHANICAL LTD.	41483	SERVICE	\$333.35
##### HOR003	HORTON AUTOMATICS OF ONTARIO	115126	MAINTENANCE	\$351.43
##### HEA002	HEAT-AIR MECHANICAL LTD.	41424	SERVICE	\$1,853.05

##### HEA002	HEAT-AIR MECHANICAL LTD.	41432	SERVICE	\$559.35
##### LAW001	LAWNSCAPE	48001-LIBRARY	GRASS CUTTING-JULY 1-12-LIB	\$79.10
##### KER001	KERRI DENT	EXPENSES-JULY/2024	SUPPLIES	\$97.49
##### VER001	ELEXICON ENERGY INC.	51001548-02/JULY2024	HYDRO-JUNE 8 TO JULY 8	\$1,497.02
##### WHI007	WHITEHOTS INC	3541897	BOOKS	\$454.83
##### WHI007	WHITEHOTS INC	3541560	BOOKS	\$364.52
				<u><u>\$47,402.37</u></u>

Date	Vendor ID	Vendor Check Name	Invoice Number	Invoice Description	Amount Paid
2024-08-14	COR001	CORRINNE MORRISON	45516	CUSTODIAL SUPPLIES	\$157.56
2024-08-14	BEL001	BELL CANADA	9054732375/AUG2024	TELEPHONE-AUGUST	\$139.07
2024-08-14	BEL001	BELL CANADA	9058529748/AUG2024	TELEPHONE-AUGUST	\$79.18
2024-08-14	CWB001	CWB NATIONAL LEASING	18711204	EQUIPMENT LEASE-AUG	\$353.92
2024-08-14	DEL002	DE LAGE LANDEN	9700734	EQUIPMENT	\$202.29
2024-08-14	DLF001	D & L FIRE PROTECTION LIMITED	60271	SERVICE CALL	\$2,135.70
2024-08-14	BLU001	BLUE HERON BOOKS	393713	BOOKS	\$5.87
2024-08-14	BLU001	BLUE HERON BOOKS	393673	BOOK	\$21.00
2024-08-14	DUR013	DURHAM REGION -UTILITY FINANCE	7884100000/JUL31/24	WATER AND SEWER-JUNE21-JUL23	\$363.04
2024-08-14	FIB003	FIBERNETICS CORPORATION	700764	TELEPHONE-AUG 1 TO SEPT 1	\$141.13
2024-08-14	HEA002	HEAT-AIR MECHANICAL LTD.	41520	MAINTENANCE	\$590.31
2024-08-14	LAW001	LAWNSCAPE	48223-LIBRARY	GRASS CUTTING-JULY15-25-LIB	\$79.10
2024-08-14	KER001	KERRI DENT	AUG. 8/24	BOOK PURCHASE	\$19.83
2024-08-14	THE005	THE COMPUTER MEDIA GROUP	1545199-IN	PRINTER TONER	\$328.78
2024-08-14	WHI007	WHITEHOTS INC	3544294	BOOKS	\$597.30
2024-08-14	WHI007	WHITEHOTS INC	3541230	BOOKS	\$516.94
2024-08-14	WHI007	WHITEHOTS INC	3542749	BOOKS	\$251.80
2024-08-14	WHI007	WHITEHOTS INC	3545739	BOOKS	\$552.39
2024-08-14	WHI007	WHITEHOTS INC	3545465	BOOKS	\$409.23
2024-08-14	WHI007	WHITEHOTS INC	3545558	BOOKS	\$614.75
2024-08-14	WHI007	WHITEHOTS INC	3544351	BOOKS	\$510.76
2024-08-27	COR002	CORPORATE EXPRESS CANADA INC.	C649779-00611244-LIB	OFFICE SUPPLIES-LIB	\$362.26
2024-08-27	HYD005	HYDRO ONE NETWORKS INC.	200072033278/AUG2024	HYDRO-JULY 6 TO AUG 7	\$184.39
2024-08-27	LAW001	LAWNSCAPE	48357-LIBRARY	GRASS CUTTING-JULY29&AUG 5-LIB	\$79.10
2024-08-27	VER001	ELEXICON ENERGY INC.	51001548-02/AUG2024	HYDRO-JULY 8 TO AUG 8	\$1,808.68
2024-08-28	MIN003	MINISTER OF FINANCE	EHT-AUG/2024	EHT-AUG/2024	\$1,395.21
					<u>\$11,899.59</u>

Township of Uxbridge Library Summary Report

For the Eight Months Ending Saturday, August 31, 2024

	YTD Actual	YTD Budget	YTD Variance	2024 Budget
<u>Operating Expenses:</u>				
Library Materials Purchased	51,548	73,617	22,068	73,617
<u>Programming:</u>				
Programs	5,222	5,260	38	5,260
Promotion	0	700	700	700
Total Programming	5,222	5,960	738	5,960
Administrative Costs	3,819	20,150	16,331	20,150
Repairs and Maintenance	59,947	77,170	17,223	77,170
Utilities	19,422	35,390	15,968	35,390
<u>Equipment & Maintenance:</u>				
Photocopying	1,523	2,000	477	2,000
Equipment Maintenance	1,326	2,500	1,174	2,500
Hardware and Software	5,724	10,500	4,776	10,500
Computer Maintenance	22,896	33,150	10,254	33,150
ISPN fees	1,447	2,950	1,503	2,950
Total Equipment	32,916	51,100	18,184	51,100
Salaries, Wages & Benefits	469,580	687,824	218,244	687,824
Professional Development	3,936	6,000	2,064	6,000
Health & Safety	2,335	1,900	-435	1,900
Mileage	357	1,200	843	1,200
Total Expenses - Per Budget	649,082	960,311	311,229	960,311
<u>Other Items:</u>				
Amortization - TCA	64,166	85,555	21,389	85,555
Amortization - Other	0	43,076	43,076	43,076
Transfer to TCA	-40,616	0	40,616	0
	23,550	128,631	105,081	128,631
Total Expenses	672,632	1,088,942	416,310	1,088,942

Township of Uxbridge Library Summary Report

For the Eight Months Ending Saturday, August 31, 2024

	YTD Actual	YTD Budget	YTD Variance	2024 Budget
<u>Operating Revenues:</u>				
<u>Grants:</u>				
Municipal Grants	667,233	889,644	-222,411	889,644
Provincial Grant	0	24,176	-24,176	24,176
Total Grants	667,233	913,820	246,587	913,820
<u>Donations:</u>				
Specified Donations	970	1,600	-630	1,600
Material Donations	0	15,000	-15,000	15,000
Program Donations	1,680	0	1,680	0
Adopt A Magazine	45	0	45	0
Total Donations	2,695	16,600	13,905	16,600
<u>Fundraising:</u>				
Volumes of Giving	0	1,000	-1,000	1,000
Total Fundraising	0	1,000	1,000	1,000
<u>Other Revenue:</u>				
Discard Books	398	100	298	100
Programming Revenue	15,601	14,000	1,601	14,000
Room Rentals	2,925	1,200	1,725	1,200
Late Fines	4,540	6,150	-1,610	6,150
Genealogy Income	29	300	-271	300
Interest Income	1,641	400	1,241	400
Sundry	4,253	3,450	803	3,450
Total Other Revenue	29,387	25,600	-3,788	25,600
Total Revenues - Per Budget	699,315	957,020	257,704	957,020
<u>Items not Budgeted:</u>				
Federal Grant	0	7,000	-7,000	7,000
	0	7,000	7,000	7,000
Total Revenues	699,315	964,020	264,704	964,020
Net Expenditures - Per Budget	-50,233	3,291	53,525	3,291
Net Expenditures	-26,683	124,922	151,606	124,922



Zephyr Library/Hall Improvement **Community Engagement Findings**

BACKGROUND

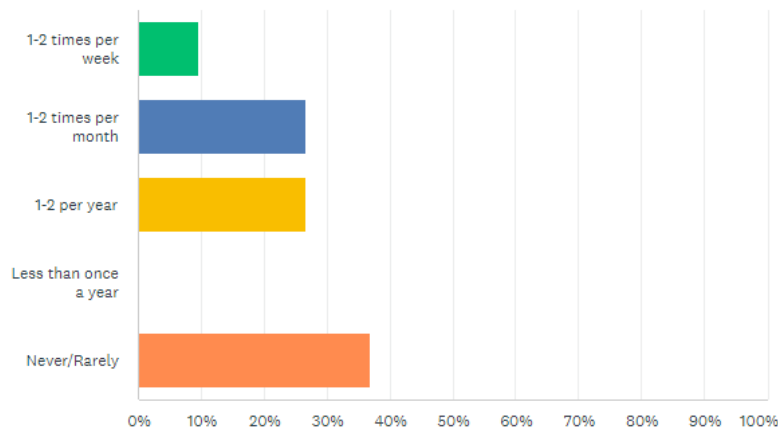
The Township of Uxbridge is seeking community input on ways to improve the Zephyr Library and Zephyr Community Hall. This survey also explores community support for the proposal to move the Zephyr Library to the Zephyr Hall.

The Zephyr Library / Zephyr Hall Improvement Survey ran for over 4 weeks, and 151 residents completed the survey. The key findings are summarized below.

ZEPHYR LIBRARY USAGE

How often do you currently use the Zephyr Library?

Answered: 146 Skipped: 5



ANSWER CHOICES	RESPONSES
1-2 times per week	9.59% 14
1-2 times per month	26.71% 39
1-2 per year	26.71% 39
Less than once a year	0.00% 0
Never/Rarely	36.99% 54
TOTAL	146

Common reasons provided for never/rare visitation:

Based on 58 comments

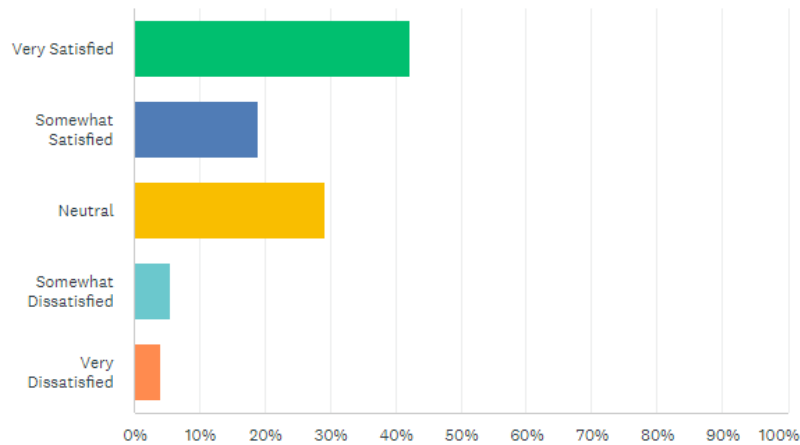
- 9 stated they live in Uxbridge
- 3 stated they prefer using the Uxbridge library
- Download books online or buy books instead of visiting library
- Hours do not match certain schedules
- Haven't gone recently since kids are grown up or moved out

- Used to go when they were younger but don't go anymore

OVERALL SATISFACTION

What is your overall satisfaction with the current state of the Zephyr Library?

Answered: 147 Skipped: 4



ANSWER CHOICES	RESPONSES
▼ Very Satisfied	42.18% 62
▼ Somewhat Satisfied	19.05% 28
▼ Neutral	29.25% 43
▼ Somewhat Dissatisfied	5.44% 8
▼ Very Dissatisfied	4.08% 6
TOTAL	147

Common reasons provided for satisfaction vs. dissatisfaction:

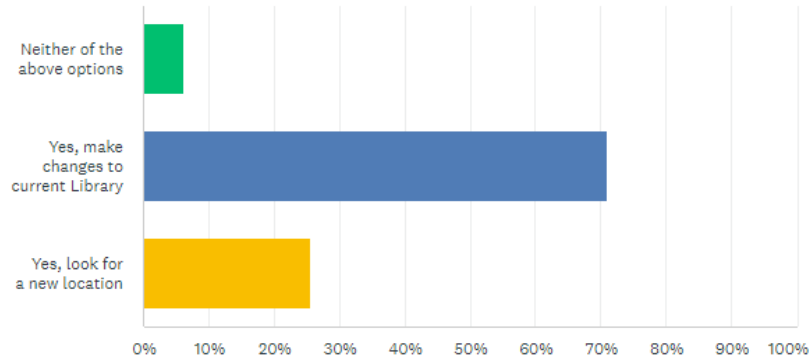
Based on 41 comments

- Satisfaction
 - Great staff
 - Welcoming and friendly environment
- Dissatisfaction
 - Too small
 - Needs more resources
 - Building is outdated would suggest new shelving and carpeting
 - Hours are limited

INVESTMENT IN LIBRARY LOCATION VS. PROPOSAL TO MOVE

Should the Township /Library invest in the current Library building to make it accessible and more welcoming or consider moving to a new location?

Answered: 148 Skipped: 3



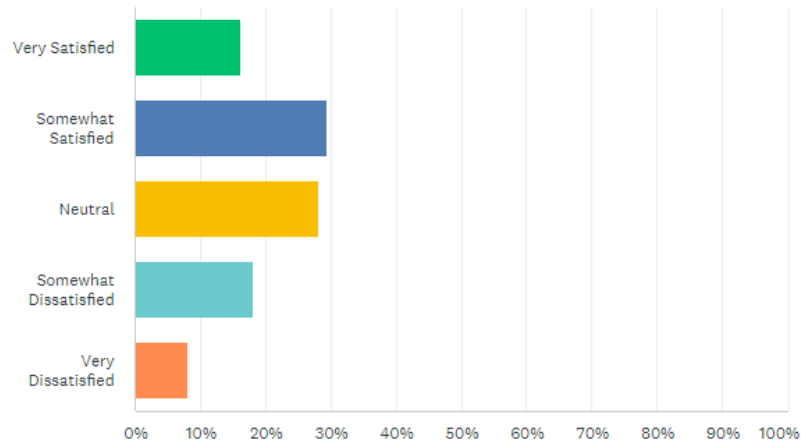
ANSWER CHOICES	RESPONSES
▼ Neither of the above options	6.08% 9
▼ Yes, make changes to current Library	70.95% 105
▼ Yes, look for a new location	25.68% 38
Total Respondents: 148	

No comments provided on this question.

CURRENT HOURS OVERALL SATISFACTION

What is your overall satisfaction with the current hours of the Zephyr Library?

Answered: 149 Skipped: 2



ANSWER CHOICES	RESPONSES
▼ Very Satisfied	16.11% 24
▼ Somewhat Satisfied	29.53% 44
▼ Neutral	28.19% 42
▼ Somewhat Dissatisfied	18.12% 27
▼ Very Dissatisfied	8.05% 12
TOTAL	149

Common reasons provided for dissatisfaction:

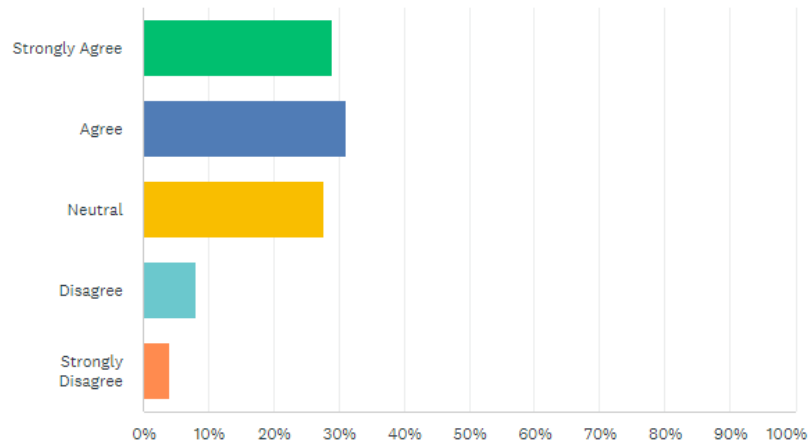
Based on 51 comments

- Need more hours on Saturday and evenings
- Only one part time librarian and suggests more workers to implement more hours
- Need more hours for programming
- Need more hours in general

ADDITIONAL SPACE FOR MORE PRE-SCHOOL PROGRAMS PROPOSAL

The Zephyr Library would benefit with additional space for more pre-school programs?

Answered: 148 Skipped: 3



ANSWER CHOICES	RESPONSES
Strongly Agree	29.05% 43
Agree	31.08% 46
Neutral	27.70% 41
Disagree	8.11% 12
Strongly Disagree	4.05% 6
Total Respondents: 148	

Common reasons for agreement vs. disagreement:

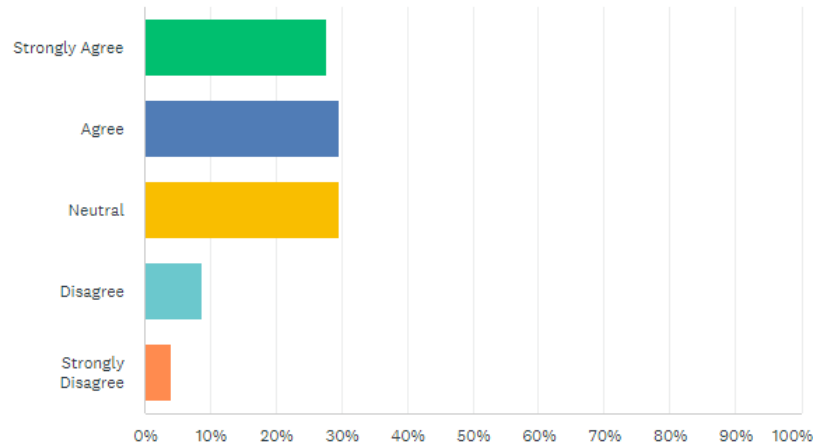
Based on 22 comments

- Agreement
 - Necessary for growing younger community
 - Appreciated by parents
- Disagreement
 - Library is not a daycare operation
 - The community hall is better suited for those programs
 - Would rather programs for other ages

ADDITIONAL SPACE FOR MORE YOUTH PROGRAMS PROPOSAL

The Zephyr Library would benefit with additional space for more youth programs?

Answered: 148 Skipped: 3



ANSWER CHOICES	RESPONSES
Strongly Agree	27.70% 41
Agree	29.73% 44
Neutral	29.73% 44
Disagree	8.78% 13
Strongly Disagree	4.05% 6
TOTAL	148

Commons reasons for agreement vs. disagreement:

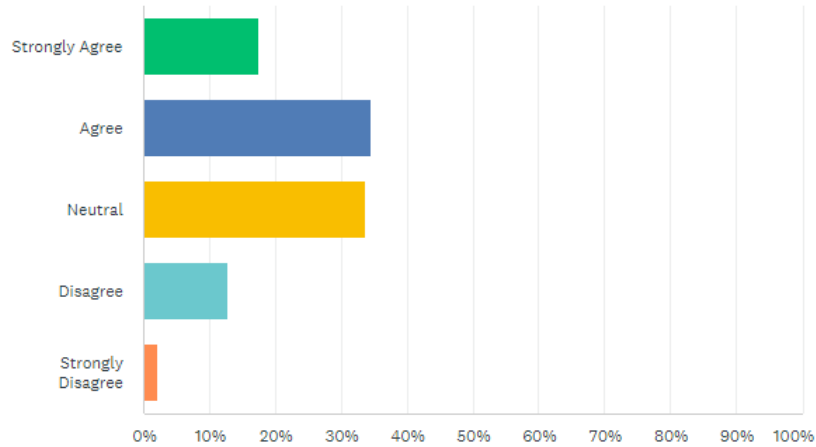
Based on 22 comments

- Agreement
 - Beneficial for engaging youth in literacy
 - Would like to see maker space or scouts and guide programs
- Disagreement
 - Library is not a daycare operation
 - The community hall is better suited for those programs
 - Youth are not interested in programs

ADDITIONAL SPACE FOR MORE ADULT PROGRAMS PROPOSAL

The Zephyr Library would benefit with additional space for more adult programs?

Answered: 148 Skipped: 3



ANSWER CHOICES	RESPONSES
Strongly Agree	17.57% 26
Agree	34.46% 51
Neutral	33.78% 50
Disagree	12.84% 19
Strongly Disagree	2.03% 3
Total Respondents: 148	

Commons reasons for agreement vs. disagreement:

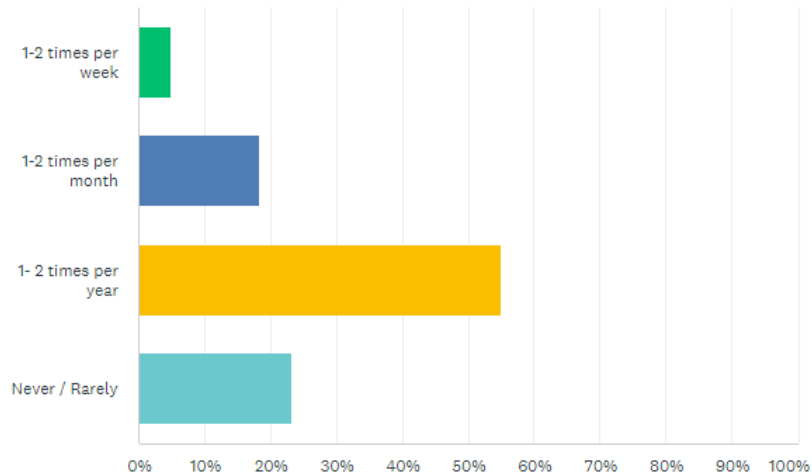
Based on 21 comments

- Agreement
 - Would like to see book clubs, free computer courses, library crafts, oral history sessions and recreational activities
- Disagreement
 - The community hall better suited for those programs

ZEPHYR HALL USAGE

How often do you currently use the Zephyr Community Hall?

Answered: 142 Skipped: 9



ANSWER CHOICES	RESPONSES
▼ 1-2 times per week	4.93% 7
▼ 1-2 times per month	18.31% 26
▼ 1-2 times per year	54.93% 78
▼ Never / Rarely	23.24% 33
Total Respondents: 142	

Common reasons provided for never/rare visitation:

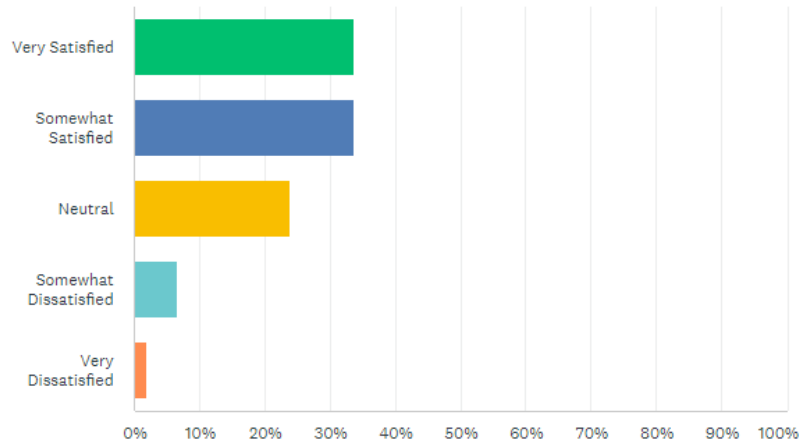
Based on 46 comments

- Only attend during special events
- Too expensive
- Rate change is a deterrent
- Too far away – respondent lives in Uxbridge/other community

ZEPHYR HALL OVERALL SATISFACTION

What is your overall satisfaction with the current state of the Zephyr Community Hall?

Answered: 151 Skipped: 0



ANSWER CHOICES	RESPONSES
Very Satisfied	33.77% 51
Somewhat Satisfied	33.77% 51
Neutral	23.84% 36
Somewhat Dissatisfied	6.62% 10
Very Dissatisfied	1.99% 3
TOTAL	151

Common reasons provided for satisfaction vs. dissatisfaction:

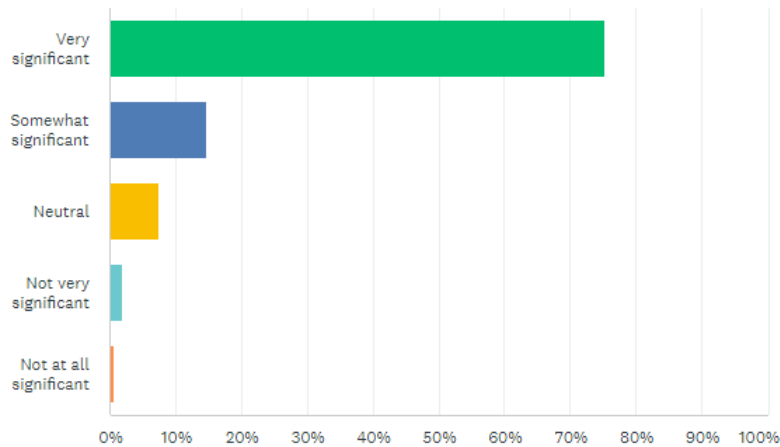
Based on 30 comments

- Satisfaction
 - Well maintained
 - Nice large space
 - Serves the community well
- Dissatisfaction
 - Kitchen needs upgrades
 - Looks outdated
 - Needs renovations/upgrades/expansions

ZEPHYR HALL TO CONTINUE HOSTING LARGE COMMUNITY EVENTS

How significant is it for Zephyr Hall to continue hosting large community events?

Answered: 149 Skipped: 2



ANSWER CHOICES	RESPONSES
Very significant	75.17% 112
Somewhat significant	14.77% 22
Neutral	7.38% 11
Not very significant	2.01% 3
Not at all significant	0.67% 1
TOTAL	149

Commons reasons for significance vs. insignificance:

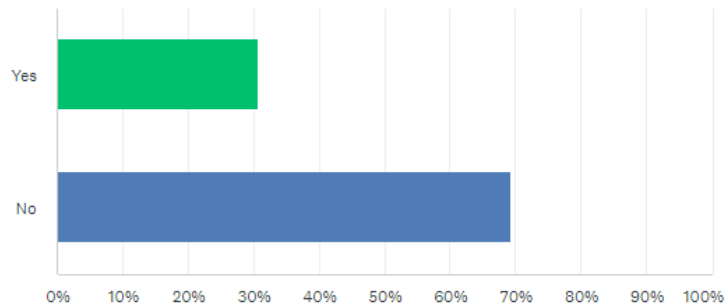
Based on 30 comments

- Significance
 - Very significant for events like Easter, Christmas, Halloween, etc.
 - Essential as there is no other spot in Zephyr to host community events
 - Keeps the community together
- Insignificance
 - Not in a central location and not accessible to the elderly
 - Would attract more users if it was more affordable and nicer

MERGING OF ZEPHYR LIBRARY AND ZEPHYR HALL PROPOSAL

Would having the Zephyr library and Zephyr Community Hall at the same location increase your likelihood of visiting?

Answered: 147 Skipped: 4



ANSWER CHOICES	RESPONSES
Yes	30.61% 45
No	69.39% 102
TOTAL	147

Common reasons for agreement vs. disagreement:

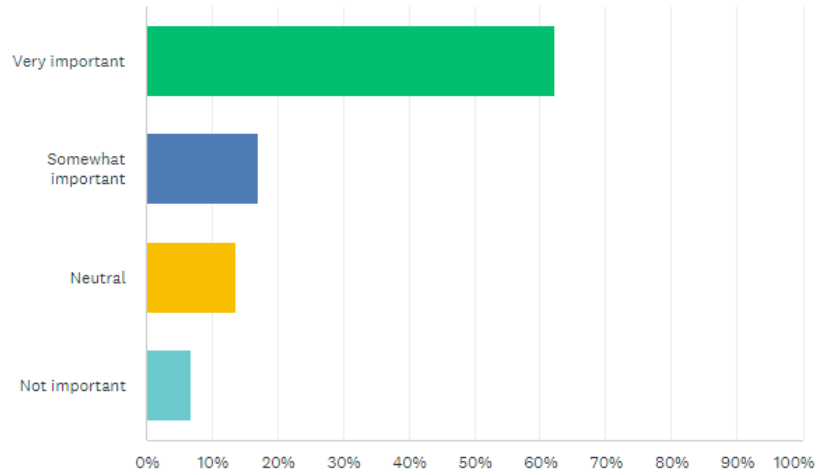
Based on 79 comments

- Agreement
 - Agree if expansions were made and a new library was built. Not to put the current library in the hall
 - More convenient
 - A brand-new facility is appealing
- Disagreement
 - If a natural disaster or fire occurred it would take both and then the community would have neither
 - Would reduce the space of both facilities
 - Different atmosphere at the library and hall. Library suits studying and quiet discussion and the hall suits community events
 - They serve different purposes and need to be opened at different times

VALUE OF A COMMUNITY HUB

How valuable is the concept of a community hub, where family, friends and community can come together in one space?

Answered: 146 Skipped: 5



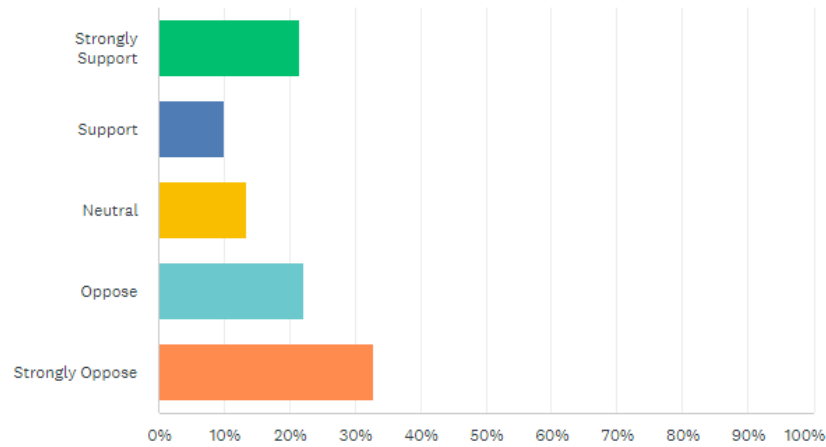
ANSWER CHOICES	RESPONSES	
▼ Very important	62.33%	91
▼ Somewhat important	17.12%	25
▼ Neutral	13.70%	20
▼ Not important	6.85%	10
TOTAL		146

No comments provided on this question.

SUPPORT OF PROPOSED INTEGRATION

The proposed library/community hall integration could potentially enable more library programming, longer hours of library operation, and will reduce maintenance costs. Do you support the proposed integration?

Answered: 149 Skipped: 2



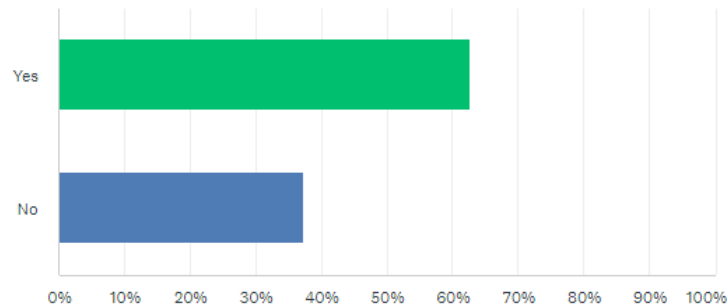
ANSWER CHOICES	RESPONSES
Strongly Support	21.48% 32
Support	10.07% 15
Neutral	13.42% 20
Oppose	22.15% 33
Strongly Oppose	32.89% 49
TOTAL	149

No comments provided on this question.

SUPPORT FOR INTEGRATION IF THE LIBRARY DID NOT IMPACT THE EXISTING MAIN HALL SPACE

Would you support the integration of these two facilities if the library had no impact on the existing main hall space available for its current uses?

Answered: 142 Skipped: 9



ANSWER CHOICES	RESPONSES	
▼ Yes	62.68%	89
▼ No	37.32%	53
TOTAL		142

Common reasons for agreement vs. disagreement:

Based on 72 comments

- Agreement
 - Only support a new building and not interfering with the size of the hall
 - More convenient
 - A brand-new facility is appealing
 - Keep the hall where it is, but move the library
- Disagreement
 - Both buildings should be individually upgraded
 - Do not want the hall to be altered

ANALYSIS

Zephyr Library:

Of the 146 respondents, 36.99% (54 respondents) stated they rarely/never visit the library. 26.71% (39 respondents) stated they visit the library 1-2 times a year and the same number of respondents stated they visit the library 1-2 a month. The rest of the respondents, at 9.59% (14 respondents) stated they visit the library 1-2 times per week.

The majority of the respondents, 42.18% (62 respondents), stated that they were very satisfied with the current state of the Zephyr Library. A neutral satisfaction was the second most common response at 29.25% (43 respondents).

When asked if they were satisfied with the current hours of the Zephyr Library, the answers were more evenly matched with “somewhat satisfied” being the most chosen at 29.53% (44 respondents) and “neutral” being a close second at 28.19% (42 respondents).

When asked if the library would benefit from additional space for either pre-school, youth, or adult programs, responses were mostly positive with most answers being either “strongly agree”, “agree”, or “neutral”.

Zephyr Hall:


Of those who responded, 54.93% (78 respondents) stated that they visit the Zephyr Hall around 1-2 times per year. 23.24% (33 respondents) stated they never/rarely visit with the main reasons again being that they do not live in Zephyr and live in Uxbridge or a different community. 18.31% (26 respondents) stated they visit the hall 1-2 times per month and 4.93% (7 respondents) stating they visit 1-2 times per week.

Most of the respondents were satisfied with the current state of the Zephyr Hall, with “very satisfied” and “somewhat satisfied” options receiving 33.7% (51 respondents) of the vote each.

When asked how significant it is for the Zephyr Hall to continue hosting large community events, 75.17% (112 respondents) stated that it was “very significant” with reasonings being that it is the only building in Zephyr that can host these events and it keeps the community together.

Integration Proposal:

When asked if the Zephyr Library should focus on making changes to its current location or look for a new location, 70.95% (105 respondents) wanted to keep the library at its current location and make improvements to the current building, while 25.68% (38 respondents) wanted to look for a new location.



62.33% (91 respondents) selected “very important” when asked how valuable a community hub is for residents. However, 69.39% (102 respondents) stated that the integration of the Zephyr Library and Zephyr Hall would not increase their likelihood of visiting. When asked if they would support the integration of the two buildings, 21.48% (32 respondents) stated that they would “strongly support” and 32.89% (49 respondents) stating that they would strongly oppose. The main reason for this opposition was that they did not want the library space to interfere with the Zephyr Hall space making it smaller.

As a result, when asked if they would support facility integration if the library had no impact on the existing main hall space, the majority selected “yes” with a percentage of 62.68% (89 respondents).



REPORT

Library

TO: Library Board

FROM: Amanda Ferraro, Director of Community Services and Library CEO

DATE: September 19, 2024

REPORT: LB-02/24 **FILE NO.**

SUBJECT: Library Survey

BACKGROUND:

The Uxbridge Public Library Board has been working on strategies to improve Library Services to the Zephyr Community. The Library Board released a survey in June 2024 to gather feedback on possible improvements and to ask the community if amalgamating the Zephyr Library and the Zephyr Community Hall would be an option.

The survey was open to the Public for three weeks and we received 146 respondents.

Of the 146 respondents, 42% said they were satisfied with the current state of the Zephyr library. 36% stated that they visit the Zephyr library on a monthly or weekly basis, but a matching number stated they rarely/never visit the Zephyr library. However, when asked if the Zephyr library would benefit from additional space for either pre-school, youth or adult programs, the responses were mostly positive with most answers being either “strongly agree”, “agree” or “neutral”.

For the Zephyr hall, most of the respondents were satisfied with the current state of the Hall and 75% felt the hall should continue to be used for large community events.

Integration of the Zephyr Library with the Zephyr Community Hall was not received well with 71% wanting to keep the library at its current location and make improvements to the current building. 33% stated they would strongly oppose the integration with the main reason being that they did not want the library space to interfere with the Zephyr Hall space making it smaller. However, 63% said they would

support the facility integration if the library had no impact on the existing main hall space. Additionally, 60% selected “very important” when asked how valuable a community hub is for residents.

DISCUSSION:

The current Zephyr Library will eventually need a new parking lot or a long-term lease with the church as well as a new well on Township property. The current Library is in good condition but is not accessible or AODA compliant and will need capital dollars to bring this building up to the new building code standards. If the Library was to remain at the existing location staff would recommend a small addition to add a new entrance, program space and to renovate the current bathroom to be accessible.

If the Zephyr Library was to be moved to the Zephyr Community Hall, staff would recommend an addition to the current building so that the Zephyr Main Hall retains all of its current interior space and could still hold large community events.

ALIGNMENT TO STRATEGIC PRIORITIES:

- Good Governance: Consult stakeholders and work collaboratively to address needs of the community.

RECOMMENDATION

THAT Report LB-02/24 of Amanda Ferraro, Director of Community Services and Library CEO be received for information;

AND THAT the survey results be posted on the Library Website.

AND THAT the Library Board recommend to Council that we budget for an architect to assess options and recommendation for a possible Library addition to the Zephyr Community Hall without endangering any of the current Main Hall event space.

And THAT this report be forwarded to Council for budget considerations.

Respectfully Submitted by:

Amanda Ferraro, Director of Community Services and Library CEO

Uxbridge and Zephyr Public Libraries Strategic Plan | 2024 - 2026

Vision

The Uxbridge Public Library is a supportive and vibrant community hub that values our environment, history, culture, and one another.

Mission

The Uxbridge Public Library is committed to providing relevant universal access to knowledge, experience and resources through technology, collection development and programming in a welcoming supportive environment.

We Value:

- intellectual freedom and protection of privacy
- our role as a community hub
- literacy and lifelong learning
- inclusive access to information and ideas
- courteous and helpful service
- our heritage as a foundation for our future
- partnerships that encourage the pursuit of education, cultural and recreational interests
- the changing needs of our community
- fiscal responsibility and organizational excellence

Goals

Good Governance

Collaboration and Partnerships

Community Engagement

Community Well-Being



Library Board

Deliver a high standard of customer service.

*Measure with statistics, surveys, social media following, attendance, logbook comments.

Identify strategic technologies and process modernization to deliver improved services and programs.

Foster a culture of continuous learning and literacy with staff and Library Board education.

Create an inclusive culture where everyone is respected and valued.

Build retention, recruitment, succession planning, knowledge and skill transfer, staff training and development.

Consult stakeholders and work collaboratively to address needs of the community.

Identify opportunities to diversify.



Partnerships

Identify opportunities and collaborate with Indigenous neighbours.

Enhance cultural and tourism partnerships to inform and enhance programs and services.

Identify opportunities to strengthen existing partnerships with government at all levels, as well as business/industry, community organizations and volunteers.

Identify opportunities to partner with the BIA and be part of the downtown as a whole.



Engagement

Identify opportunities to enhance community and stakeholder engagement.

Identify opportunities to keep our technology current and promote availability.

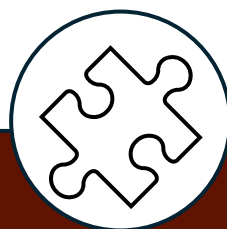
Use technology to support different types of learning.

Identify volunteers and service partners for STEAM (science, technology, engineering, arts and math) programs.

Seek to broadly share information relative to the Public Library through social media, print and various other avenues of communication.

Evaluate the material needs of our residents and curate our collections to match.

Offering relevant, well rounded, diverse, and supportive programming .



Well-Being

Continue to review community needs for Library services and programs to provide learning opportunities across the Township.

Seek means to reduce our carbon footprint and find energy efficiencies.

Advocate for and support community health and social service programs.

Advocate for community-wide accessibility improvements through programming, communication, collection development and building improvements.

Identify opportunities to enhance community facilities, i.e. Zephyr Library and expansion for Uxbridge Public Library.