



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, November 21, 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 September Minutes

6. Committees:

6.1 Governance and HR Committee

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

6.2 Finance

- September, October accounts
- Q3 summary
- Budget update
- FCM grant update- Amanda

- **Community Committee**

- Staff and Board Social on December 11th (following Board Meeting)

7. New Business

-

8. Ongoing Business / Action items.

- New Children's Library desk

9. Correspondence

10. Date of Next Board Meeting: Wednesday, December 11, 2024, at 5:30 pm

11. Adjournment



Township of Uxbridge Public Library Board Meeting Minutes

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

Location: Uxbridge Public Library

Present: Dave Phillips, Agnes Croxford, Gord Shreeve, Dwight Clements, Cathy Peters, Kate Devine, Christine McKenzie, Sheldon Wolfson, Zed Pickering, Amanda Ferraro

Regrets: Corrinne Morrison, Tobi Lee

Guests: Marlene Riddle, Janet Betts, Leslie Nagle

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

- First Nations Land Acknowledgement - Dave

2. Announcements / Round table

- Upcoming truth and reconciliation day.
- Reminder of a respectful workplace.
- Corrinne is meeting with 100 women who care to pitch a Library program

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

✓ *No disclosures*

4. Approval of Agenda

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

5. Approval of June Minutes

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

6. Committees:

6.1 Governance and HR Committee

- Policy to be reviewed: Resource Sharing Policy (ILLO) – Corrinne will set up a subcommittee meeting in October to review.

6.2 Finance

- June, July, August accounts
 - August summary
- ✓ *Approved, moved by Christine, seconded by Kate; carried*



Township of Uxbridge Public Library Board Meeting Minutes

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

Location: Uxbridge Public Library

- Draft Operational budget was presented. This draft will be sent to Council for funding consideration. A second draft will return in December for approval.
- Draft Capital budget was presented. This draft will be sent to Council for funding consideration. A second draft will return in December for approval.
- FCM grant update- Amanda – We passed initial review and it has now been submitted for a third-party review.

6.3 Community Committee

- Zephyr Library and Zephyr Hall Survey Results
 - Comments on the positive responses for improving programming (pre-school, youth and Adult). It was noted that sometimes programming is the main source of Library usage.
 - Comments on how valuable a Community Hub is for residents
 - Proposed integration (from the survey) was supported if we did not touch the hall
 - Lots of opportunities are seen with the proposed integration.
 - Report LB 02-24 Zephyr Library Survey
 - 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 recommendations 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
- ✓ Sheldon Moved the recommendation, seconded by Cathy; carried unanimously.
- Official Strategic Plan – was well received by Council

7. New Business



Township of Uxbridge Public Library Board Meeting Minutes

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

Location: Uxbridge Public Library

- Action item: That the official Strategic Plan should be a quarterly agenda item to ensure we are on track.

8. Ongoing Business / Action items.

- New Children's Library desk has been ordered.

9. Correspondence

- N/A

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

11. Adjournment 6:45 pm

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

Date	Vendor ID	Vendor Check Name	Invoice Number	Invoice Description	Amount Paid
2024-09-03	CIB003	CIBC VISA	JULY 25 TO AUG 24/24	EXPENSES-JULY 25 TO AUG 24/24	\$3,166.83
2024-09-11	CDW001	CDW CANADA INC.	AA29N9C	SOFTWARE RENEWAL	\$660.90
2024-09-11	CDW001	CDW CANADA INC.	AA1FX9X	EQUIPMENT	\$3,152.97
2024-09-11	BEN010	BEN ORSZULAK	45532	MILEAGE/HONORARIUM	\$200.00
2024-09-11	CDW001	CDW CANADA INC.	SS39934	SUPPLIES	\$811.16
2024-09-11	CDW001	CDW CANADA INC.	AA1AD2Z	WI-FI LICENCE	\$1,519.76
2024-09-11	MEL009	MELISSA EDWARDS	CAMP REFUND	CAMP REFUND	\$195.00
2024-09-11	PEN003	PENN & MCGUIRE ELECTRIC LTD.	113	MAINTENANCE	\$2,600.93
2024-09-11	PRO010	PRO-TECH FIRE CONTROL INC.	885	ANNUAL INSPECTION-FIRE EXT.	\$72.04
2024-09-11	PRO010	PRO-TECH FIRE CONTROL INC.	867	ANNUAL INSPECTION-FIRE EXT.	\$5.09
2024-09-11	XER001	XEROX CANADA LTD.	P62689134	COPIES-JUNE 26 TO JULY 26	\$136.74
2024-09-11	BEL001	BELL CANADA	9054732375/SEPT2024	TELEPHONE-SEPT	\$135.02
2024-09-11	BEL001	BELL CANADA	9058529748/SEPT2024	TELEPHONE-SEPT	\$76.87
2024-09-11	BLU001	BLUE HERON BOOKS	394539	BOOKS	\$84.36
2024-09-11	CWB001	CWB NATIONAL LEASING	18716783	EQUIPMENT LEASE-SEPT	\$353.92
2024-09-11	DUR013	DURHAM REGION -UTILITY FINANCE	7884100000/AUG2024	WATER AND SEWER-JULY23-AUG22	\$335.57
2024-09-11	DUR045	DURHAM FIRST AID INC.	26239	COURSE	\$694.95
2024-09-11	FIB003	FIBERNETICS CORPORATION	704957	TELEPHONE-SEPT 1 TO OCT 1	\$141.13
2024-09-11	HEA002	HEAT-AIR MECHANICAL LTD.	41579	SERVICE	\$785.35
2024-09-11	HEA002	HEAT-AIR MECHANICAL LTD.	41635	MAINTENANCE	\$1,750.48
2024-09-11	LAU008	LAURA MCKENZIE	45467	CAMP REFUND	\$390.00
2024-09-11	LAW001	LAWNSCAPE	48375-LIBRARY	GRASS CUTTING-AUG 12,19-LIB	\$79.10
2024-09-11	LAW001	LAWNSCAPE	48403-LIBRARY	GRASS CUTTING-AUG 26& SEP2-LIB	\$79.10
2024-09-11	PEG001	PEGGY KENNEDY	PETTY CASH-8/2024	PETTY CASH-SUPPLIES	\$246.03
2024-09-11	STE019	STEVE KING PROPERTY SERVICES	2017443-LIBRARY	GRASS CUTTING-AUG -LIB	\$113.00
2024-09-11	WHI007	WHITEHOTS INC	3546226	BOOKS	\$223.30
2024-09-11	WHI007	WHITEHOTS INC	3547407	BOOKS	\$426.95
2024-09-11	WHI007	WHITEHOTS INC	3547838	BOOKS	\$399.13
2024-09-11	WHI007	WHITEHOTS INC	3547052	BOOKS	\$418.48
2024-09-11	WHI007	WHITEHOTS INC	3548673	BOOKS	\$485.72
2024-09-24	WHI007	WHITEHOTS INC	3549277	BOOKS	\$96.42
2024-09-24	WHI007	WHITEHOTS INC	3550463	BOOKS	\$667.54
2024-09-24	WHI007	WHITEHOTS INC	3549815	BOOKS	\$405.77

2024-09-24 XER001	XEROX CANADA LTD.	P62840029	COPIES-7/26/24 TO 8/27/24	\$61.86
2024-09-24 CAN037	1434496 ONTARIO INC.	C32265	SERVICE	\$238.29
2024-09-24 DEL002	DE LAGE LANDEN	9763242	COPIER-10/1/24 TO 10/31/24	\$202.29
2024-09-24 HYD005	HYDRO ONE NETWORKS INC.	200072033278/SEP2024	HYDRO-AUG 7 TO SEPT 6	\$178.15
2024-09-24 LAW001	LAWNSCAPE	48621-LIBRARY	GRASS CUTTING-SEPT 9,16-LIB	\$79.10
2024-09-24 ENB001	ENBRIDGE	113542251003/SEP2024	ESTIMATE-AUG 16 TO SEPT 16	\$224.42
2024-09-25 MIN003	MINISTER OF FINANCE	EHT-SEPT/2024	EHT-SEPT/2024	\$861.42
				<u>\$22,755.14</u>

Date	Vendor ID	Vendor Check Name	Invoice Number	Invoice Description	Amount Paid
2024-10-02	CIB003	CIBC VISA	AUG 25-SEPT 24/24	EXP-AUG 25 TO SEPT 24/24	\$2,052.30
2024-10-09	DUR002	DURHAM-YORK LOCK & DOOR	2572	KEYS	\$36.16
2024-10-09	HEA002	HEAT-AIR MECHANICAL LTD.	41925	SERVICE	\$686.36
2024-10-09	WHI007	WHITEHOTS INC	3544300	BOOKS	\$559.14
2024-10-09	WHI007	WHITEHOTS INC	3551610	BOOKS	\$930.89
2024-10-09	WHI007	WHITEHOTS INC	3550808	BOOKS	\$444.29
2024-10-09	WHI007	WHITEHOTS INC	3549146	BOOKS	\$471.84
2024-10-09	VER001	ELEXICON ENERGY INC.	51001548-02/SEP2024	HYDRO-AUG 8 TO SEPT 8	\$1,581.01
2024-10-09	STE019	STEVE KING PROPERTY SERVICES	2017506-LIBRARY	GRASS CUTTING-SEPT-LIB	\$226.00
2024-10-09	STE019	STEVE KING PROPERTY SERVICES	2017505-LIBRARY	GRASS CUTTING-JULY 2024-LIB	\$282.50
2024-10-09	FIB003	FIBERNETICS CORPORATION	709172	TELEPHONE-OCT 1 TO NOV 1	\$141.13
2024-10-09	CWB001	CWB NATIONAL LEASING	18722842	EQUIPMENT LEASE-OCT	\$353.92
2024-10-09	WHI007	WHITEHOTS INC	3552895	BOOKS	\$514.32
2024-10-09	WHI007	WHITEHOTS INC	3552620	BOOKS	\$250.37
2024-10-09	LAK003	LAKERIDGE HEALTH	B9357-Q22024LIB	CARDIAC SAFE PRG-JULY-SEP/24	\$282.50
2024-10-09	IAN002	I.R. KERSHAW	UXLIB-011	ROBOTICS FOR SENIORS	\$125.00
2024-10-18	HYD005	HYDRO ONE NETWORKS INC.	200072033278/OCT2024	HYDR-SEPT 6 TO OCT 4	\$158.95
2024-10-18	DUR013	DURHAM REGION -UTILITY FINANCE	7884100000/OCT2024	WATER AND SEWER-AUG22-SEP24	\$364.04
2024-10-18	BEL001	BELL CANADA	9058529748/OCT2024	TELEPHONE-OCT	\$76.87
2024-10-18	BEL001	BELL CANADA	9054732375/OCT2024	TELEPHONE-OCT	\$140.67
2024-10-24	MIN003	MINISTER OF FINANCE	EHT-OCT/2024	EHT-OCT/2024	\$851.78
2024-10-24	CIB003	CIBC VISA	SEPT 25 TO OCT 24/24	EXPENSES-SEPT 25 TO OCT 24/24	\$4,183.26
2024-10-31	CDW001	CDW CANADA INC.	AA7946C	SUPPLIES	\$841.78
2024-10-31	CDW001	CDW CANADA INC.	AA8QQ7E	SUPPLIES	\$1,101.30
2024-10-31	ENB001	ENBRIDGE	113542251003/OCT2024	ACTUAL-SEPT 17 TO OCT 18	\$110.25
2024-10-31	BLU001	BLUE HERON BOOKS	397419	BOOKS	\$10.88
2024-10-31	ENV001	ENVY IRRIGATION INC.	210447	WINTERIZATION	\$214.70
2024-10-31	HEA002	HEAT-AIR MECHANICAL LTD.	42032	SERVICE	\$412.90
2024-10-31	LAW001	LAWNSCAPE	48634-LIBRARY	GRASS CUTTING-SEP23,30-LIB	\$79.10
2024-10-31	LAW001	LAWNSCAPE	48851-LIBRARY	GRASS CUTTING-OCT 7,14-LIB	\$79.10
2024-10-31	VER001	ELEXICON ENERGY INC.	51001548-02/OCT2024	HYDRO-SEPT 8 TO OCT 8	\$1,213.14
2024-10-31	WHI007	WHITEHOTS INC	3552989	BOOKS	\$115.15
2024-10-31	WHI007	WHITEHOTS INC	3553587	BOOKS	\$406.43

2024-10-31 WHI007	WHITEHOTS INC	3554444	BOOKS	\$500.94
2024-10-31 WHI007	WHITEHOTS INC	3555623	BOOKS	\$24.55
2024-10-31 WHI007	WHITEHOTS INC	3555622	BOOKS	\$256.81
2024-10-31 WHI007	WHITEHOTS INC	3555796	BOOKS	\$270.57
2024-10-31 COR002	CORPORATE EXPRESS CANADA INC.	C660483-00611244-LIB	OFFICE SUPPLIES-LIBRARY	\$411.36
2024-10-31 BRO001	BRODART CANADA COMPANY	94528	SUPPLIES	\$42.88
2024-10-31 BRO001	BRODART CANADA COMPANY	94643	SUPPLIES	\$140.04
				<hr/> <hr/> \$20,945.18

**Township of Uxbridge
Library Summary Report
For the Nine Months Ending Monday, September 30, 2024**

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Budget	YTD Variance	2024 Budget
<u>Operating Expenses:</u>						
Library Materials Purchased	\$13,100	\$0	\$53,715	\$73,617	\$19,901	\$73,617
<u>Programming:</u>						
Programs	3,859	0	6,551	5,260	-1,291	5,260
Promotion	132	0	132	700	568	700
Total Programming	3,991	0	6,683	5,960	-723	5,960
Administrative Costs	238	0	-774	20,150	20,924	20,150
Repairs and Maintenance	22,665	0	60,171	77,170	16,999	77,170
Utilities	7,955	0	20,688	35,390	14,702	35,390
<u>Equipment & Maintenance:</u>						
Photocopying	858	0	1,691	2,000	309	2,000
Equipment Maintenance	547	0	1,508	2,500	992	2,500
Hardware and Software	6,118	0	6,549	10,500	3,951	10,500
Computer Maintenance	7,556	0	25,415	33,150	7,735	33,150
ISPN fees	577	0	1,639	2,950	1,311	2,950
Total Equipment	15,656	0	36,802	51,100	14,298	51,100
Salaries, Wages & Benefits	197,859	0	524,529	687,824	163,296	687,824
Professional Development	230	0	3,936	6,000	2,064	6,000
Health & Safety	244	0	2,335	1,900	-435	1,900
Mileage	357	0	357	1,200	843	1,200
Total Expenses - Per Budget	262,295	0	708,442	960,311	251,868	960,311
<u>Other Items:</u>						
Amortization - TCA	21,389	0	64,166	85,555	21,389	85,555
Amortization - Other	0	0	0	43,076	43,076	43,076
Transfer to TCA	-9,310	0	-49,925	0	49,925	0
	12,079	0	14,241	128,631	114,390	128,631
Total Expenses	274,374	0	722,683	1,088,942	366,258	1,088,942

**Township of Uxbridge
Library Summary Report
For the Nine Months Ending Monday, September 30, 2024**

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Budget	YTD Variance	2024 Budget
<u>Operating Revenues:</u>						
<u>Grants:</u>						
Municipal Grants	222,411	0	667,233	889,644	-222,411	889,644
Provincial Grant	0	0	0	24,176	-24,176	24,176
Summer Student Grant	4,637	0	4,637	0	4,637	0
Total Grants	227,048	0	671,870	913,820	241,950	913,820
<u>Donations:</u>						
Specified Donations	681	0	1,061	1,600	-539	1,600
Material Donations	0	0	0	15,000	-15,000	15,000
Program Donations	18	0	1,697	0	1,697	0
Adopt A Magazine	0	0	45	0	45	0
Total Donations	699	0	2,803	16,600	13,798	16,600
<u>Fundraising:</u>						
Volumes of Giving	0	0	0	1,000	-1,000	1,000
General Fundraising	20	0	20	0	20	0
Total Fundraising	20	0	20	1,000	980	1,000
<u>Other Revenue:</u>						
Discard Books	181	0	451	100	351	100
Programming Revenue	2,520	0	15,901	14,000	1,901	14,000
Room Rentals	305	0	3,065	1,200	1,865	1,200
Late Fines	2,355	0	5,311	6,150	-839	6,150
Genealogy Income	0	0	29	300	-271	300
Interest Income	0	0	1,641	400	1,241	400
Sundry	1,803	0	4,906	3,450	1,456	3,450
Total Other Revenue	7,164	0	31,304	25,600	-5,704	25,600
Total Revenues - Per Budget	234,931	0	705,997	957,020	251,024	957,020
<u>Items not Budgeted:</u>						
Federal Grant	0	0	0	7,000	-7,000	7,000
	0	0	0	7,000	7,000	7,000
Total Revenues	234,931	0	705,997	964,020	258,024	964,020
Net Expenditures - Per Budget	27,364	0	2,445	3,291	844	3,291
Net Expenditures	39,443	0	16,686	124,922	108,234	124,922