



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, January 16th, 2025 @ 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 December Minutes

6. Committees:

6.1 Governance and HR Committee

- Updated Resource Sharing Policy (ILLO)
- Room Rental Policy (review)
- 2024 Strategic Plan achievements.

6.2 Finance

- November accounts

6.3 Community Committee

- Holiday programs success

7. New Business

8. Ongoing Business / Action item

9. Correspondence

10. Date of the Next Board Meeting: Thursday, February 20th, 2025, at 7:00 pm

11. Adjournment



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, December 11, 2024 @ 5:30 PM

Location: Uxbridge Public Library

Present: Dave Phillips, Sheldon Wolfson, Zed Pickering, Amanda Ferraro, Corrinne Morrison, Dwight Clements, Christine McKenzie, Gord Shreeve,

Regrets: Kate Devine, Agnes Croxford, Tobi Lee, Cathy Peters,

Guests: Marlene Riddle, Janet Betts,

1. Dave called the meeting to Order at 5:45 pm.

- First Nations Land Acknowledgement - Dave

2. Announcements / Round table

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

✓ *No disclosures*

4. Approval of Agenda

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

5. Approval of September Minutes

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

6. Committees:

6.1 Governance and HR Committee

- Resource Sharing Policy (ILLO) - Sub-committee reviewed on December 4, 2024 and will present final copy in January.

6.2 Finance

- 2025 & 2026 Operating Budget
Comments: Commend staff on a well-done budget.
✓ *Approved, moved by Christine, seconded by Sheldon; carried.*
- 2025 & 2026 Capital budget
✓ *Approved, moved by Sheldon, seconded by Dwight; carried.*



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, December 11, 2024 @ 5:30 PM

Location: Uxbridge Public Library

- **Community Committee**
 - Staff and Board Social following the meeting

7. New Business

- Questions about Hoopla and why we do not offer it at our Library. The response is that it is paid per use and hard to manage costs for small Library.

8. Ongoing Business / Action item

- OLA vote deadline tonight.
- The Strategic Plan update will be on the January Agenda

9. Correspondence

- N.A

10. Date of Next Board Meeting: Thursday, January 16th, 2025, at 7:00 pm

11. Adjournment at 6:44 pm

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



Uxbridge Public Library Resource Sharing Policy (ILLO)

Policy Statement

Resource sharing through the provincial interlibrary loan network is a primary service that supports the mission of the library by providing enhanced access to library materials and information. By participating in resource sharing, the Township of Uxbridge Public Library provides library users with access to shared collections, the collections of other libraries, and makes its collections available to other libraries. This policy establishes a commitment to resource sharing partnerships.

1. The library will participate in resource sharing opportunities by:
 - a) joining collaborative initiatives such as material pools, and the provincial interlibrary loan network
 - b) using resource sharing as an adjunct to, not a substitute for, the library's collection
 - c) purchasing frequently requested titles
 - d) offering provincial interlibrary loan service to library members in good standing.

2. Interlibrary loan is a transaction in which the Township of Uxbridge Public Library borrows materials directly from another library on behalf of a user, or another library borrows materials from the Township of Uxbridge Public Library on behalf of its library member through OCLC WorldShare The library will:
 - a) adhere to the provincial interlibrary loan policies and participation standards
 - b) make its database of holdings available to the provincial interlibrary loan network
 - c) promote awareness of the interlibrary loan service
 - d) request materials not owned by the library or missing from the library's collection
 - e) request printed library materials needed for the purpose of study, instruction, information, recreation, or research
 - f) not request items owned by the library and temporarily in use or on reserve
 - g) strictly observe any conditions for use of loaned materials that are imposed by a lending library

- h) not charge users a fee for borrowing via interlibrary loan unless there is a charge imposed by the lending library.
- i) consult with library member in advance regarding fees charged by lending libraries
- j) be responsible for materials borrowed on behalf of library members and pay for overdue charges, damage, or loss of material borrowed on interlibrary loan
- k) charge overdue rates to the borrowing patron at the "Bestseller" rate and will be charged replacement cost for damaged and/or lost materials at the discretion of the loaning library.

Uxbridge Public Library reserves the right to refuse ILLO service to patrons who have repeatedly requested items and not picked them up OR have repeatedly lost or damaged items.

3. Interlibrary loan service is offered to other libraries that abide by the provincial interlibrary loan policies and participation standards. The library will:
- a) make available the broadest range of materials for interlibrary loan with the following exceptions:
 - i. equipment
 - ii. materials limited by licensing agreements
 - iii. materials designated as non-circulating
 - iv. special collections items such as items located in the Genealogy Room, DVDs, Blu-Rays, CDs, magazines, puzzles, book club sets,
 - v. loan any printed item that is not already on reserve or loan to an Uxbridge or Zephyr patron but reserves the right to limit this at any time to items greater than 1 year old dependent on demand
 - b) reserve the right to refuse to lend other materials or to ask a borrowing library to restrict use of materials lent
 - c) respond to requests within 4 days unless the system is shut down due to holidays and/or staffing time off.
 - d) circulate items for the same period of time as for regular circulation with a maximum of one renewal.
 - e) grant renewals unless the material is needed for another user of the library
 - f) charge for overdue, damaged or lost materials based on the Township of Uxbridge Public Library Circulation Policy.

Township of Uxbridge Public Library Meeting Room Policy

Responsibilities of users:

1. Authorizing offices and the incorporated organizations or offices of unincorporated organizations in their personal capacity using the facilities under this agreement, agree to accept responsibility for damages to furnishing, equipment and premises during the period of this agreement.
2. The insurance policy for the Township of Uxbridge has a \$5,000 deductive clause. Therefore, the applicant must assume responsibility loss or damage to their goods and Library property up to \$5000 and must provide a certificate from their insurance company.
3. The signer of the applications must be at least 18 years of age and must be in attendance during the meeting. Applications must be signed prior to the meeting and payments must be made in advance.
4. Federal, Provincial and Municipal laws, by-law and fire regulations must be observed at all times. Room Capacity: 48 non-fixed seating, 38 non-fixed seating with tables and chairs.
5. The Library is a smoke-free building, in compliance with Municipal by-law 88-3.
6. No alcohol is to be served on Library premises.
7. Groups using the room are responsible for setting up chairs and tables and returning the room to its original condition. A fine will be charge for failure to clean up or for damage to property.
8. Groups must vacate the building by 12 PM and ensure that lights are off and their entrance is locked.
9. The Library accepts no responsibility for lost or stolen articles.
10. All organizations must clearly specify their own name in advertisements of meetings or displays held at the Library, so that these meetings or displays are not confused with Library programs.
11. Groups using the Lower Meeting Room are responsible for making arrangements for getting and returning a key if the meeting is not held during regular Library hours. This Lower Meeting Room key gives access to the double doors on the lower floor, the Meeting Room, the lower hall, the washrooms off the lower hall and the coat racks. If these doors are left open to admit others, they must be locked at the end of the rental period. Any attempt to enter other areas of the building (the office, the stairwell, or the Children's Department) will cause the security alarm to ring. The applicant is liable for any fees charged from such "false alarms".

Township of Uxbridge Public Library Meeting Room Policy

General:

1. The Township of Uxbridge Public Library makes the meeting rooms available to individuals, organizations, clubs, or institutions, for the conducting of meetings, programs or courses, which are of an educational, cultural, recreations, informational, or organizational nature.
2. All meetings and programs held on Library premises are open to the general public. If special conditions for admission exists (for example admission charge, membership fee, course registration fee or tickets) these must be stated at the time of application and agreed to by the library.
3. Except by special permission the Board, Library premises are NOT available for:
 - Private or public religious and spiritualistic services
 - Political or election campaign rallies or nominations meetings with the exception of all-candidates meetings
 - Fundraising
 - Raffles, bingo's, lotteries, gambling
 - Social parties or dance
 - Petitions
 - Auctions
 - Sale of good or services
 - Business promotions, sales or to conduct a private business
 - Other like events.
 - Sales of books or other printed, recorded, filmed or taped materials are permitted a public service, at cosponsored library programs, book launchings and festivals.
4. Priority of applications for the use of the meeting rooms is given in this order:
 - Library programs and meetings
 - Library co-sponsored programs
 - Township of Uxbridge groups and organizations
 - Others
5. Two rates of rental fees are charged: non-profit and commercial. A non-profit fee is given to organizations offering educational, free, open public programs. Fee charging programs by licensed non-profit educational or charitable organizations are also eligible for the non-profit rate. A commercial fee rate is given to all commercial organizations, business or agencies and self-employed individuals operating a business, for programs, courses or meetings. Payment must be made before the meeting. Applications must be signed prior to meetings.
6. Room rental fee only is waived for:
 - Public meetings of Town councilors and staff
 - Constituency meetings of MPPs or MPs
 - Home and School Associations
 - Library co-sponsored meetings
7. The Board has the right to refuse any applications or cancel any booking.
8. It is not the policy of the Board to encourage extensive block bookings. However, reasonable block bookings will be considered. What is considered reasonable is at the discretion of the Board.
9. The facilities must be used only on the dates and hours shown on the application and for the purposed stated.
10. The Library will not house the property of groups renting the Library rooms. Any materials left in the Library must be picked up within 24 hours or the Board may dispose of the times at its discretion.
11. Nothing may be affixed directly to the walls or windows. Any display of materials promoting programs held in the Meeting Rooms must be approved the Librarian.
12. During art shows or exhibits, prices may not be displayed in any form.
13. The Board has the right to determine all charges for the use of the meeting rooms.
14. These regulations are subject to review by the Library Board at any time.

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.

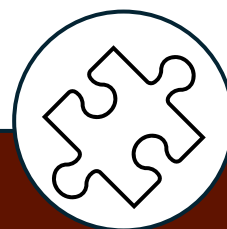
Use technology to support different types of learning.

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.

Date	Vendor ID	Vendor Check Name	Invoice Number	Invoice Description	Amount Paid
2024-11-14	PRE005	PRESSE COMMERCE	PERSO009074442	RENEWALS	\$330.85
2024-11-14	RCL002	RCL BR.170 POPPY FUND	DONATION/2024-LIBRAR	DONATION-UXBRIDGE LIBRARY	\$75.00
2024-11-14	BLU001	BLUE HERON BOOKS	395038	BOOKS	\$18.48
2024-11-14	BLU001	BLUE HERON BOOKS	398420	BOOKS	\$19.30
2024-11-14	BLU001	BLUE HERON BOOKS	398272	BOOKS	\$65.45
2024-11-14	BLU001	BLUE HERON BOOKS	394068	BOOKS	\$40.30
2024-11-14	BLU001	BLUE HERON BOOKS	397128	BOOKS	\$51.62
2024-11-14	DUR013	DURHAM REGION -UTILITY FINANCE	7884100000/NOV2024	WATER AND SEWER-SEPT24-OCT24	\$281.66
2024-11-14	FIB003	FIBERNETICS CORPORATION	713325	TELEPHONE-NOV	\$156.93
2024-11-14	DEL002	DE LAGE LANDEN	9863472	COPIER-12/1/24-12/31/24	\$202.29
2024-11-14	DEL002	DE LAGE LANDEN	9813708	COPIER-11/1/24-11/30/24	\$202.29
2024-11-14	LAW001	LAWNSCAPE	48872-LIBRARY	GRASS CUTTING-OCT 21,28-LIB	\$79.10
2024-11-14	STE019	STEVE KING PROPERTY SERVICES	2017607-LIBRARY	GRASS CUTTING-OCT 2,9,23,28-LI	\$226.00
2024-11-14	WHI007	WHITEHOTS INC	3556540	BOOKS	\$239.13
2024-11-19	RJT001	RJT SOLUTIONS	2790	DESK	\$6,994.88
2024-11-27	BLU001	BLUE HERON BOOKS	398737	BOOKS	\$288.62
2024-11-27	BLU001	BLUE HERON BOOKS	399235	BOOKS	\$164.13
2024-11-27	BLU001	BLUE HERON BOOKS	399135	BOOKS	\$61.23
2024-11-27	BLU001	BLUE HERON BOOKS	399070	BOOKS	\$19.74
2024-11-27	DUR045	DURHAM FIRST AID INC.	27177	BABYSITTER COURSE	\$762.75
2024-11-27	FIR002	FIRSTBROOK, CASSIE & ANDERSON	516436375	INSURANCE	\$3.24
2024-11-27	HEA002	HEAT-AIR MECHANICAL LTD.	42183	MAINTENANCE-OCT	\$2,578.99
2024-11-27	LES001	LESLIE NAGLE	45603	EXPENSES-OCT/NOV	\$105.48
2024-11-27	MAR004	MARTY S WINDOW CLEANING	32/NOV 12/24	WINDOW CLEANING-EXTERIOR	\$135.60
2024-11-27	SNO001	SNOW WRANGLER	1350R-LIBRARY	SNOW REMOVAL-NOV-LIBRARY	\$508.51
2024-11-27	WHI007	WHITEHOTS INC	3558344	BOOKS	\$219.50
2024-11-27	WHI007	WHITEHOTS INC	3559288	BOOKS	\$231.77
2024-11-27	WHI007	WHITEHOTS INC	3557730	BOOKS	\$580.04
2024-11-27	WHI007	WHITEHOTS INC	3557622	BOOKS	\$412.03
2024-11-27	WHI007	WHITEHOTS INC	3557511	BOOKS	\$233.08
2024-11-27	ENB001	ENBRIDGE	113542251003/NOV2024	ESTIMATE-OCT 19 TO NOV 18	\$685.20
2024-11-27	PAT010	PATTI-LYNN INTERIORS	10000048917	TILE REPLACEMENT	\$1,412.50
2024-11-27	BEL001	BELL CANADA	9054732375/NOV2024	TELEPHONE-NOV	\$144.63

2024-11-27 BEL001	BELL CANADA	9058529748/NOV2024	TELEPHONE-NOV	\$76.87
2024-11-27 BLU001	BLUE HERON BOOKS	398858	BOOKS	\$41.15
2024-11-28 MIN003	MINISTER OF FINANCE	EHT-NOV/2024	EHT-NOVEMBER/2024	\$856.95
				<u>\$18,505.29</u>