Township of Uxbridge
Public Library Board Meeting Agenda

Date: Thursday, March 20th, 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 General Nature thereof.**
4. **Approval of Agenda**
5. **Approval of** February **Minutes**
6. **Committees:**

    6.1 Governance and HR Committee
    - 2024 draft Asset Management Plan stats

    6.2 Finance
    - February accounts

    6.3 Community Committee
    - March Break activities
    - Stuffy sleepover video
    - Invitation to Grumpy Librarian Escape Room.

7. **New Business**
8. **Ongoing Business / Action item**
    - OLA action steps update
        i. Uploading Counting week requirements into insignia (moving to paperless)
9. **Correspondence**
10. **Date of the Next Board Meeting:** Thursday May 15, 2025, at 7:00 pm?
11. **Adjournment**

Township of Uxbridge
Public Library Board Meeting Minutes

Date: Thursday, February 20th, 2025 @ 7:00 PM
Location: Uxbridge Public Library / TEAMS

Present: Dave Phillips, Sheldon Wolfson, Amanda Ferraro, Corrinne Morrison, Agnes Croxford, Cathy Peters, Zed Pickering, Gord Shreeve

Regrets: Dwight Clements, Kate Devine, Christine McKenzie, 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**
   - N/A

3. **Disclosure of Pecuniary interest and the General Nature thereof.**
   ✓ *No disclosures*

4. **Approval of Agenda**
   ✓ *Approved, moved by Cathy, seconded by Agnes; carried.*

5. **Approval of** January **Minutes**

   ✓ Approved, moved by Sheldon, seconded by Cathy; carried.

6. **Committees:**

   6.1 Governance and HR Committee

   - 2024 Strategic Plan achievements / report card.

   ✓ Receive for information, moved by Zed, seconded by Gord; carried.

   6.2 Finance

   - December accounts
   - January accounts

   ✓ Approved, moved by Agnes, seconded by Sheldon; carried.

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6.3 Community Committee

- OLA Summary
    - Andrea S, Cathy R, Leslie F, Corrinne M
    - Comments: Reports are written extremely well. Great motivation for staff, great suggestions! Can we pull some action items out as next steps for the next agenda?
    - Dave attended a session on Library safety, He commented on some of the larger problems found in larger cities.
- Resource Sharing Policy (ILLO) – Final

7. New Business

- Discussion on a few CBC programs about Libraries.
    - Good reminder for **Freedom to Read week** that is coming up Feb. 23 – March 1st.
    - Added **CBC Corner** to our website (free)
- Can we re-look at staff picks? What we are reading and what we are reading next.

8. Ongoing Business / Action item

9. Correspondence

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

11. Adjournment 7:25 pm

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

Township of Uxbridge
Library Services
Asset Management Plan

Customer Levels of Service	Technical Levels of Service		2023 Reported Results	Results as of December 31, 2024
Library Services meets customer needs and expectations	Square footage of (usable) library space per resident		=12684/21913	10,775/21,913
	Active Library card users as a percentage of the population		15%	3,883, 17%
	Number of residents attending library programs annually		4932	6455
	Number of programs offered to residents (annually)		355	492
	Number of physical materials borrowed annually		80,174	91,638
	Total number of electronic materials checkouts annually (eBooks & Audiobooks)		24,798	30,945
Library Furniture & Equipment are kept in a state of good repair	Average weighted condition assessment: Furniture & Equipment (TCA info)		Good	Good
Library Collections are kept in a state of good repair	Average weighted condition assessment: Physical collection (Corrinne's assessment based on knowledge of the books)	Uxbridge Adult, excluding Genealogy	Very Good	Very Good
		Uxbridge Juvenile	Good	Good
		Zephyr	Fair	Fair

2024 notes:
- consider including foot traffic / door counters…. This might change with expansions, seating, etc… but we don't have the data yet, will have info for 2024 / 2025…

Date	Vendor ID	Vendor Check Name	Invoice Number	Invoice Description	Amount Paid
2025-02-06	ACC004	ACCESS COPYRIGHT	62763/59593	LICENCE FEE-2025	$90.40
2025-02-06	BRO001	BRODART CANADA COMPANY	96747	SUPPLIES	$235.66
2025-02-06	FIB003	FIBERNETICS CORPORATION	725939	TELEPHONE-FEB	$141.13
2025-02-06	ONT028	ONTARIO LIBRARY SERVICE	IN000003211	OVERDRIVE-2025	$6,674.06
2025-02-06	ONT028	ONTARIO LIBRARY SERVICE	IN000003755	ESOURCES-2025	$1,513.07
2025-02-06	PRE013	PRESSREADER	SI010847	PRESSREADER-2025	$6,584.18
2025-02-06	TEC001	TECHNICAL STANDARDS & SAFETY	10087186	RENEWAL-2025	$262.50
2025-02-06	BLU001	BLUE HERON BOOKS	404586	BOOK	$18.39
2025-02-06	WHI007	WHITEHOTS INC	3566342	BOOKS	$241.78
2025-02-15	CIB003	CIBC VISA	7412-JAN16 TO FEB15	7412-JAN 16 TO FEB 15	$357.56
2025-02-21	HEA002	HEAT-AIR MECHANICAL LTD.	42722	SERVICE-JAN	$387.03
2025-02-21	XER001	XEROX CANADA LTD.	P63593930	COPIES-DEC 25/24-JAN 27/25	$61.10
2025-02-21	DEL002	DE LAGE LANDEN	9995603	COPIER-3/1/25-3/31/25	$207.11
2025-02-21	WHI007	WHITEHOTS INC	3568966	BOOKS	$1,078.38
2025-02-21	WHI007	WHITEHOTS INC	3568857	BOOKS	$865.34
2025-02-21	WHI007	WHITEHOTS INC	3568345	BOOKS	$399.07
2025-02-21	WHI007	WHITEHOTS INC	3569571	BOOKS	$1,108.62
2025-02-21	BEL001	BELL CANADA	9054732375/FEB2025	TELEPHONE-FEB	$140.66
2025-02-21	BEL001	BELL CANADA	9058529748/FEB2025	TELEPHONE-FEB	$76.86
2025-02-21	COR001	CORRINNE MORRISON	EXP/MILEAGE-JAN/25	EXPENSES/MILEAGE-JAN	$510.16
2025-02-21	CDW001	CDW CANADA INC.	AC48M9K	EQUIPMENT	$7,635.59
2025-02-21	DUR013	DURHAM REGION -UTILITY FINANCE	784100000/FEB2025	WATER AND SEWER-JAN 2-28	$177.80
2025-02-21	DUR045	DURHAM FIRST AID INC.	28169	COURSE	$813.60
2025-02-21	ELE002	ELEVATOR ONE INC.	INV-20201-T7M4	QUARTERLY MAINTENANCE	$1,499.45
2025-02-24	CIB003	CIBC VISA	6009-JAN25-FEB24/25	JAN 25 TO FEB 24/25	$713.64
2025-02-27	MIN003	MINISTER OF FINANCE	EHT-FEB/2025	EHT-FEB/2025	$845.54
					$32,638.68