

# Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, March 19, 2026 @ 7:00 PM

Location: Uxbridge Public Library

## 1. Call to order

- 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

- Staff experience at OLA

### 6.2 Finance

- January, February accounts
- Fundraising
- Tap Donation buttons?

### 6.3 Community Committee

- Door stats February 2026
- Circulation stats February
- Seedy Saturday
- March Break Programs
- Summer Camp Registrations,
  - impact of Camp Guide
- Reading Buddies Registrations,
  - impact of Community Guide?
- Goodwood Little Free Library
- New 2026 e-resources introduction

## 7. New Business

- Insurance claim – Compton room



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## 8. Ongoing Business / Action item

- Board Member to represent the Library for the Centennial Park planning
  - i. questionnaire sent to Amanda, Dave and Corrinne
- First Peoples group proposal
- Clock update

## 9. Correspondence

- [Ontario Tech researcher's public education sessions introduce community members to the world of AI | News and announcements](#)

10. Date of the Next Board Meeting: April 16th

11. Adjournment



# Township of Uxbridge Public Library Board Meeting Minutes

**Date:** Thursday, February 19, 2026 @ 7:00 PM  
**Location:** Uxbridge Public Library

**Present:** Dave Phillips, Agnes Croxford, Cathy Peters, Sheldon Wolfson, Dwight Clements, Amanda Ferraro, Corrinne Morrison, Gord Shreeve,

**Regrets:** Tobi Lee, Christine McKenzie, Zed Pickering

**Guests:** Janet Betts, Marlene Riddle

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

- First Nations Land Acknowledgement - Dave

**2. Announcements / Round table**

- Discussed the importance of Librarians.

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

- N/A

**4. Approval of Agenda**

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

**5. Approval of January Minutes**

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

**6. Committees:**

**6.1 Governance and HR Committee**

- Dwight talked about his experiences at the OLA Super Conference. Session, one talked about the separation of the Township and the Library and the importance of representing the community. Quality of speakers was not as great as in previous years.
- Dave talked about his experiences at the OLA Super Conference. Session - The third space was very interesting (i.e. home, office, library). Overall, he agreed with Dwight that the conference was not as good as previous years. Enjoyed the treats.



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## 6.2 Finance

- December accounts
- ✓ *Approved, moved by Sheldon, seconded by Dwight; carried.*
- Recycling service through Miller Waste. We will now see a charge of \$50 / month for cardboard removal.
- Mat delivery service - started mid-December. Weekly delivery service for the floor months during the winter and monthly service for the other three months.

## 6.3 Community Committee

- Summer Camp Guide on-line advertising Library, Museum and Township camps (Ux Camps) is now available.
  - Available on the Township website under Explore and Play
  - <https://online.flippingbook.com/view/671873331/>
- Spring/Summer Community on-line coming soon.
- Door stats for January 2026
  - Library Board members commented on how great this was presented!
  - Will be included every month.
- Circulation stats for January
  - excited to see how many books are being taken out.
  - Not surprised that DVD and audio books are going down. In line with how we budgeted for 2026.



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- 2025 Year in Review Document
  - average 202 people visiting the library per day.
  - The community saved over 1M.
  - Over 200 volunteers' hours.
  - 92,158 items checked out.
  - 535 programs offered
  - 7,468 programs attendees
  - Sheldon asked if hours for Library Board were counted in volunteer hours total. They were missed and Sheldon requested they be added
- ✓ Moved by Sheldon as amended to send this 2025 Year in Review document to Council, run it in the paper, post on-line and display on site; seconded by Cathy; carried.

## 7. New Business

- Requested to have a Board Member to represent the Library for the Centennial Park planning committee. Anyone interested to let Corrinne know.
- First Peoples group proposal – proposing two speakers, open to the public, asking for the library to be a partner. More info to come.
- Leak into Compton Room
  - will require drywall and possibly some carpet squares to be replaced. Most likely we will be opening an insurance claim. More info to come. Investigating moisture sensors for future leaks.
- Plumbing issue solved in Zephyr.
- New accessible (wave) buttons are now installed at each public entrance. Some small issues but they are now solved.

## 8. Ongoing Business / Action item

- Request for Snow plowing amount for Zephyr Library.
  - Answer: the Snow Removal and Salting for the Zephyr Library Parking Lot and Sidewalks is \$11,995.20 for the winter 2025-2026.



# Township of Uxbridge Public Library Board Meeting Minutes

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Location: Uxbridge Public Library

- Clock update – water issues coming into the building from the tower louvres. Looking into a plexiglass barrier inside the tower to protect the clock and the building. Working with an engineer to give us options.

## 9. Correspondence

- [Social-Impact-Study-in-English-2026-2.pdf](#)
  - 70% of non-users agree that a public library is one of the most valuable resources a city can offer its community.
  - 90% of users agree that a public library is one of the most valuable resources a city can offer its community.

## 10. Date of the Next Board Meeting: March 19

## 11. Adjournment at 8:06

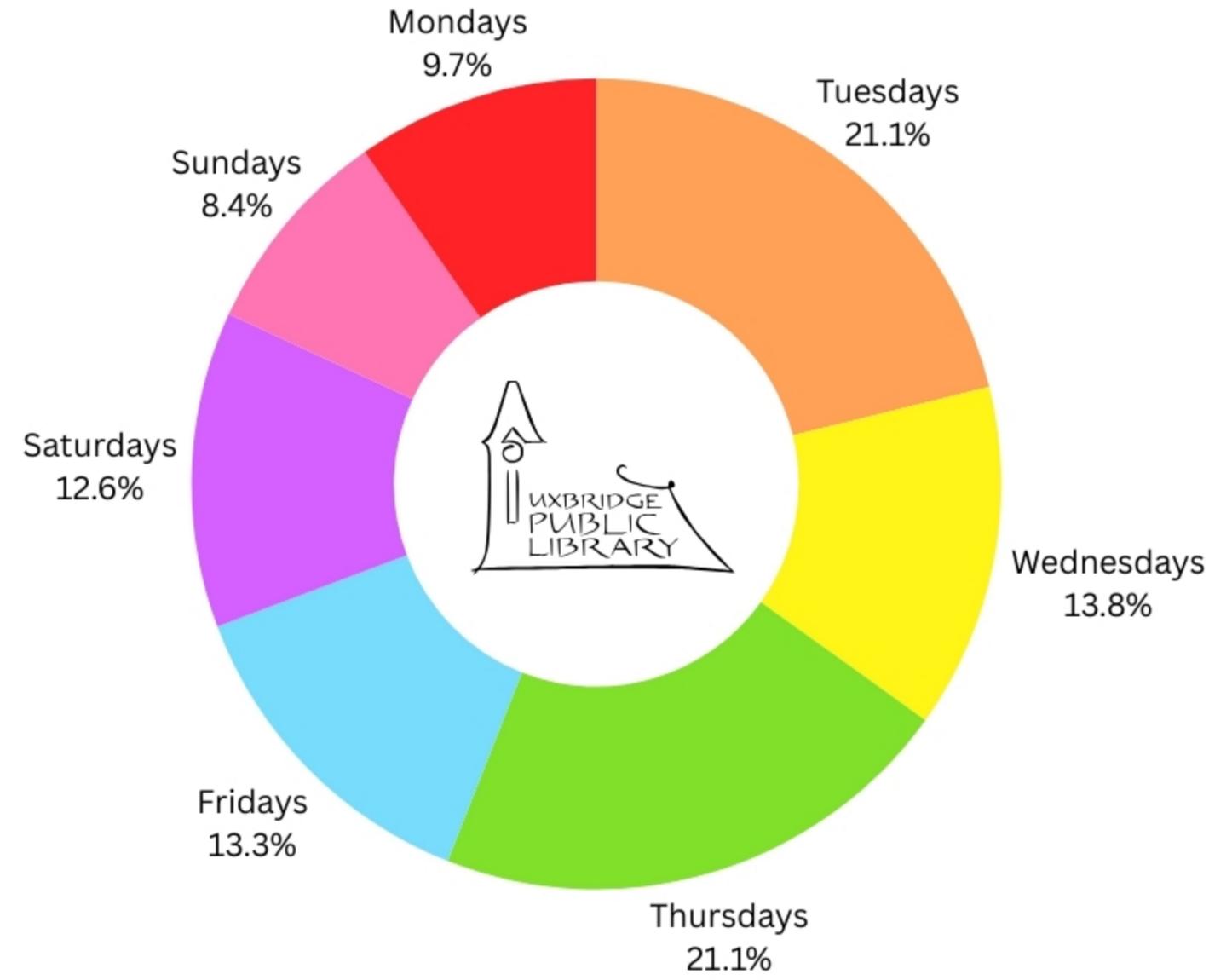
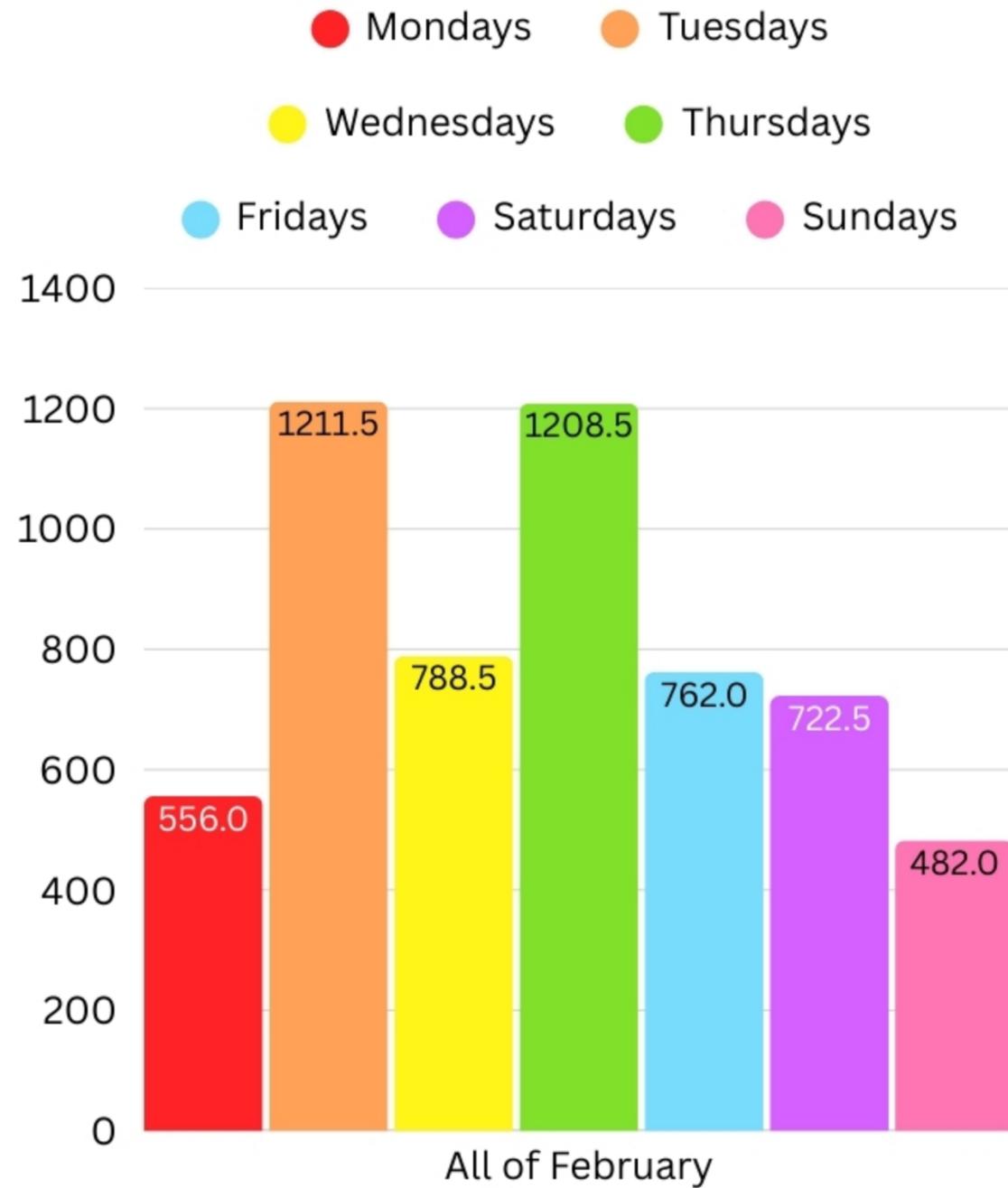
- ✓ Approved, moved by Agnes, seconded by Dwight; carried.

Date	Vendor ID	Vendor Check Name	Invoice Number	Invoice Description	Amount Paid
2026-01-07	BLU001	BLUE HERON BOOKS	422280	BOOKS	\$708.26
2026-01-07	BLU001	BLUE HERON BOOKS	422943	BOOKS	\$28.51
2026-01-07	BLU001	BLUE HERON BOOKS	422627	BOOK	\$10.90
2026-01-07	ENB001	ENBRIDGE	113542251003/DEC2025	ESTIMATE-NOV 18 TO DEC 16	\$959.87
2026-01-07	FIB003	FIBERNETICS CORPORATION	773156	TELEPHONE-JAN	\$141.13
2026-01-07	FIR002	FIRSTBROOK, CASSIE & ANDERSON	518231060	INSURANCE-5/31/25-9/1/25	\$66.96
2026-01-07	LAK003	LAKERIDGE HEALTH	2052	CARDIAC SAFE PGR-OCT-DEC/25	\$282.50
2026-01-07	MEE001	MEEK ELECTRIC	10604	MAINTENANCE	\$10,961.00
2026-01-07	NET001	NETAGEN	168483	SOPHOS SUPP-11/22/25-10/21/28	\$2,179.54
2026-01-07	PEG001	PEGGY KENNEDY	PETTY CASH-DEC/25	PETTY CASH-DEC	\$285.02
2026-01-07	WHI007	WHITEHOTS INC	3610458	BOOKS	\$115.54
2026-01-07	WHI007	WHITEHOTS INC	3612640	BOOKS	\$31.65
2026-01-07	WHI007	WHITEHOTS INC	3612639	BOOKS	\$160.46
2026-01-07	WHI007	WHITEHOTS INC	3612607	BOOKS	\$293.00
2026-01-07	WHI007	WHITEHOTS INC	3612641	BOOKS	\$32.11
2026-01-07	WHI007	WHITEHOTS INC	3615502	BOOKS	\$99.19
2026-01-21	BEL001	BELL CANADA	9058529748/JAN2026	TELEPHONE-JAN	\$76.86
2026-01-21	BEL001	BELL CANADA	9054732375/JAN2026	TELEPHONE-JAN	\$146.31
2026-01-21	DUR045	DURHAM FIRST AID INC.	33116	BABYSITTING COURSE	\$508.50
2026-01-21	HYD005	HYDRO ONE NETWORKS INC.	200072033278/JAN2026	HYDRO-DEC 4 TO JAN 6	\$584.67
2026-01-21	PEG001	PEGGY KENNEDY	PETTY CASH-DEC	PETTY CASH-DEC	\$76.20
2026-01-21	VER001	ELEXICON ENERGY INC.	51001548-02/DEC2025	HYDRO-NOV 8 TO DEC 8	\$1,053.81
2026-01-21	WHI007	WHITEHOTS INC	3614568	BOOKS	\$165.73
2026-01-21	WHI007	WHITEHOTS INC	3601456	PROCESSING FEES	\$631.63
2026-01-21	XER001	XEROX CANADA LTD.	F65096618	COPIES-NN/26-12/29	\$47.00
2026-01-28	DUR013	DURHAM REGION -UTILITY FINANCE	7884100000/JAN2026	WATER AND SEWER-NOV24-JAN6	\$296.22
2026-01-28	ENB001	ENBRIDGE	113542251003/JAN2026	ESTIMATE-DEC 17 TO JAN 16	\$1,100.19
2026-01-28	UNI014	UNIFIRST CANADA LTD	2493012067	MAT SERVICE-12/25	\$55.73
2026-01-28	UNI014	UNIFIRST CANADA LTD	249011299	MAT SERVICE-12/18	\$55.73
2026-01-28	FOR002	FOREST RIDGE LANDSCAPING INC.	INV0004423-LIBRARY	SNOW REMOVAL-JAN-LIBRARY	\$2,053.52
					<b>\$22,499.48</b>

Date	Vendor ID	Vendor Check Name	Invoice Number	Invoice Description	Amount Paid
2026-02-04	BLU001	BLUE HERON BOOKS	425576	BOOKS	\$62.92
2026-02-04	GAL007	GALE/CENGAGE LEARNING	201376	SUBSCRIPTION	\$732.20
2026-02-04	EXP009	EXPRESS MAG INSTITUTIONS	FINS162124	MAGAZINE RENEWALS-2026	\$425.89
2026-02-04	DEL002	DE LAGE LANDEN	10568595	COPIER-02/01/2026-02/28/2026	\$205.18
2026-02-04	CAN014	CANADA POST CORPORATION **	279-2026 RENEWAL	POSTAL BOX # 279-2026 RENEWAL	\$378.55
2026-02-04	ACC004	ACCESS COPYRIGHT	75030/1633	LICENCE FEE-2026	\$90.40
2026-02-04	EBS001	EBSCO CANADA LTD.	91351001017	LIBRARYAWARE-2026	\$828.18
2026-02-04	WHI007	WHITEHOTS INC	3617283	BOOKS	\$328.17
2026-02-04	WHI007	WHITEHOTS INC	3616483	BOOKS	\$386.31
2026-02-04	WHI007	WHITEHOTS INC	3615502	BOOKS	\$243.47
2026-02-04	VER001	ELEXICON ENERGY INC.	51001548-02/JAN2026	HYDRO-DEC 8 TO JAN 8	\$1,216.27
2026-02-04	UNI014	UNIFIRST CANADA LTD	2493014059	MAT SERVICE-1/8	\$55.73
2026-02-04	UNI014	UNIFIRST CANADA LTD	2493015424	MAT SERVICE-1/15	\$55.73
2026-02-04	UNI014	UNIFIRST CANADA LTD	2493012868	MAT SERVICE-1/1	\$55.73
2026-02-04	PHA001	PHANTOM SECURITY GROUP	2025-761	SERVICES	\$1,666.12
2026-02-04	PHA001	PHANTOM SECURITY GROUP	2025-773	SERVICES-2026	\$1,156.13
2026-02-04	HEA002	HEAT-AIR MECHANICAL LTD.	46567	SERVICE	\$457.65
2026-02-05	CIB003	CIBC VISA	7412-DEC16-JAN15	7412-DEC 16/25 TO JAN 15/26	\$1,061.24
2026-02-06	MIN003	MINISTER OF FINANCE	EHT-JAN/2026	EHT-JAN/2026	\$831.10
2026-02-20	DEL002	DE LAGE LANDEN	10600509	COPIER-3/1/26-3/31/26	\$202.29
2026-02-20	BEL001	BELL CANADA	9054732375/FEB2026	TELEPHONE-FEB	\$146.31
2026-02-20	FIB003	FIBERNETICS CORPORATION	777273	TELEPHONE-FEB	\$141.13
2026-02-20	FOR002	FOREST RIDGE LANDSCAPING INC.	INV0004424-LIBRARY	SNOW REMOVAL-FEB-LIBRARY	\$2,053.52
2026-02-20	ELE002	ELEVATOR ONE INC.	INV-24042-K7L0	QTR MAINT	\$1,556.43
2026-02-20	HEA002	HEAT-AIR MECHANICAL LTD.	46674	SERVICES	\$2,810.31
2026-02-20	HOR003	HORTON AUTOMATICS OF ONTARIO	84147140	MAINTENANCE	\$15,012.05
2026-02-20	XER001	XEROX CANADA LTD.	F65241303	COPIES-DEC29/25-JAN27/26	\$108.77
2026-02-20	UNI014	UNIFIRST CANADA LTD	2493017608	MAT SERVICE-1/29	\$55.73
2026-02-20	UNI014	UNIFIRST CANADA LTD	2493016473	MAT SERVICE-1/22	\$55.73
2026-02-20	WHI007	WHITEHOTS INC	3617750	BOOKS	\$192.72
2026-02-20	WHI007	WHITEHOTS INC	3618083	BOOKS	\$827.55
2026-02-20	WHI007	WHITEHOTS INC	3618662	BOOKS	\$579.02

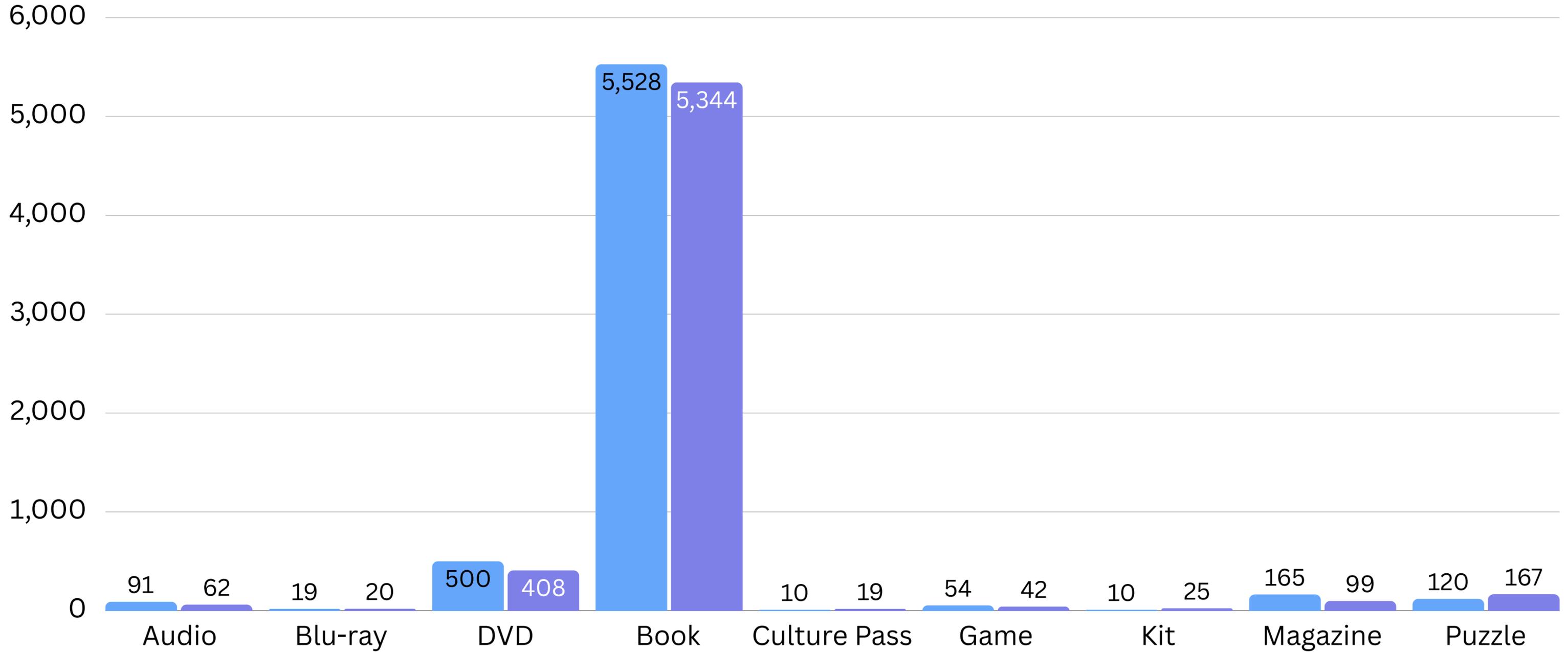
2026-02-20 WHI007	WHITEHOTS INC	3618261	BOOKS	\$1,127.13
2026-02-20 DUR013	DURHAM REGION -UTILITY FINANCE	7884100000/FEB2026	WATER AND SEWER-JAN 6-27	\$151.20
2026-02-20 BEL001	BELL CANADA	9058529748/FEB2026	TELEPHONE-FEB	\$76.86
2026-02-20 BLU001	BLUE HERON BOOKS	425537	BOOK	\$40.32
2026-02-20 BLU001	BLUE HERON BOOKS	425799	BOOKS	\$63.83
2026-02-20 TEC001	TECHNICAL STANDARDS & SAFETY	10518868	RENEWAL-2026	\$272.50
2026-02-20 PRE013	PRESSREADER	SI015384	PRESSREADER-2026	\$6,913.39
2026-02-20 ONT028	ONTARIO LIBRARY SERVICE	IN000004914	ESOURCES-2026	\$2,690.87
2026-02-20 HYD005	HYDRO ONE NETWORKS INC.	200072033278/FEB2026	HYDRO-JAN 6 TO FEB 4	\$593.76
				<u><u>\$45,908.39</u></u>

# Total cumulative numbers for weekdays in February 2026 (Both floors) Total: 5731.5



# Circulation Stats - 2 Year Comparison

● February 2025 ● February 2026



# UXBRIDGE PUBLIC LIBRARIES YEAR in REVIEW 2025

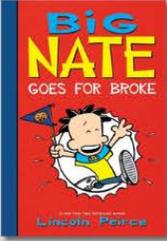
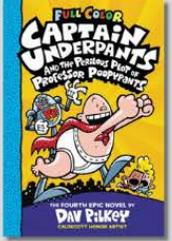
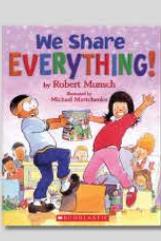
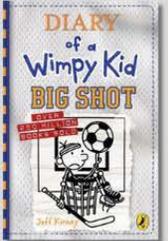
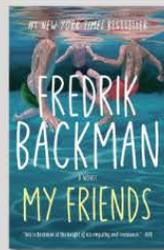
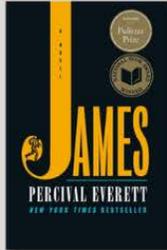
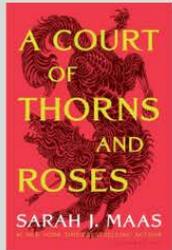
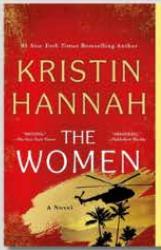
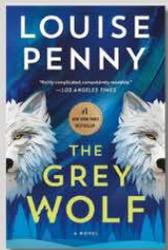
**92,158** Items  
Checked Out\*  
\*physical items from our libraries

**535**



programs offered

## Top 10 Checked Out Authors



**7,468**

program attendees



**\$1,288,747**

\$ Saved  
by  
Patrons\*



**73,848**  
library visits

The library averaged over **202** visitors each day!

\*Excluding savings from Libby!

**31,007**  
Libby Items  
Borrowed

ebooks &  
audiobooks



**334**  
Culture Pass  
Checkouts



**2490+**

volunteer  
hours

