



# Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, April 16, 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 March Minutes

## 6. Committees:

### 6.1 Governance and HR Committee

- Board recruitment

### 6.2 Finance

- March accounts
- Fundraising
- Tap Donation buttons

### 6.3 Community Committee

- Door and Circulation stats
- Goodwood Free Little Library relocation?
- Senior's grant

## 7. New Business

- Compton room update

## 8. Ongoing Business / Action item

- Centennial Park Open House
- First Peoples group proposal
- Clock update



# Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, April 16, 2026 @ 7:00 PM  
Location: Uxbridge Public Library

## 9. Correspondence

10. Date of the Next Board Meeting: May 21<sup>st</sup>.

11. Adjournment



# Township of Uxbridge Public Library Board Meeting Minutes

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

Location: Uxbridge Public Library

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

**Regrets:** Tobi Lee, Dwight Clements

**Guests:** Janet Betts, Marlene Riddle, Andrea Stewart, Maureen O'Shea Brown

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

- First Nations Land Acknowledgement - Dave

**2. Announcements / Round table**

- Staff experience at OLA with Andrea.
  - Not as good as in previous years. She liked the session on AI education, but the sessions still lacked ideas that could be beneficial at our library.
  - Congratulations to Andrea on finishing Excel training through Ontario Library Services.

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

- N/A

**4. Approval of Agenda**

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

**5. Approval of February Minutes**

- ✓ *Approved, moved by Gord, seconded by Cathy; carried.*

**6. Committees:**

**6.1 Governance and HR Committee**

- Staff experience at OLA moved to announcements.

**6.2 Finance**

- January and February accounts



# Township of Uxbridge Public Library Board Meeting Minutes

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- ✓ Approved, moved by Sheldon, seconded by Christine; carried.
- Fundraising – brainstorming ideas
  - Computers that are not connected to the internet but have educational, safe games preloaded (approx. \$7,000) to replace the ones that are near end of life. Conversation about additional ones for Zephyr Library.
  - Seniors or accessibility items?
  - Pop ups – Fall fair?
- Tap Donation buttons
  - Rent it for Library month (October)? Staff to investigate the cost.

## 6.3 Community Committee

- Door stats February 2026 - average 200 people per day
- Circulation stats February
  - Request to add Monthly Libby stats to our monthly circulation stats
- Seedy Saturday
  - Maureen presented slides for the event that took place on March 7<sup>th</sup>. Gave away over 800 seeds and Hort gave out 500 packages, donated to LMMSO (I think this refers to our allowing a table at Seedy Saturday to advertise for Garden Tour which donates to LMMSO), community garden and genealogy event on the same day was also a success.
  - 317 people from 11 – 2 pm.
  - 5<sup>th</sup> year and continues to grow
  - Kids activity
  - Front page of the newspaper (Cosmos)
  - Staff and volunteers prepared 900 packages prior to event.
  - Seed lecture series with Master gardeners and horticultural society.
- March Break Programs
  - Crazy busy, lots of activity, very well attended.
  - Robot day, Puzzle Races, Young Engineers, Escape room, Storytime drop-in event
- Summer Camp Registrations,
  - Impact of Camp Guide – Sold out first day.
- Reading Buddies Registrations,
  - Impact of Community Guide – doubled registration from previous years.



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- Brainstorming Seniors programs ie. Lego program.
- Goodwood Little Free Library
  - New pop-up library
  - New location tba for original library.
- New 2026 e-resources introduction
  - New eResources now offered on our website - Pebble to go, National geographic for kids, PIM (language learning for kids), Mango Languages (for adults).

## 7. New Business

- Insurance claim – Compton room
  - Expecting the claim to cover mechanical repairs, new drywall, new window well, re-paint walls and ceiling, and new carpet squares.
  - Before and After pictures shown

## 8. Ongoing Business / Action item

- Board Member to represent the Library for the Centennial Park planning
  - questionnaire completed by Amanda, Dave and Corrinne
- First Peoples group proposal – looking at the fall. More info to come.
- Clock update – ENG assessment happened and the suggestion of winterizing with plastic was approved by them as a seasonal solution Nov. 1 – April 30<sup>th</sup> .
- The final year in review was attached and will be distributed to the public.

## 9. Correspondence

- [Ontario Tech researcher's public education sessions introduce community members to the world of AI | News and announcements](#)
- At the end of the meeting Janet Betts, respectfully requested that Zephyr door stats be included going forward in the monthly stats.
  - Although we do not have the same counters in Zephyr as in Uxbridge we have devised a system for Counting Week that we have continued to use in Zephyr since October 2025. Staff will consider adding it.



## Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, March 19, 2026 @ 7:00 PM  
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**10. Date of the Next Board Meeting:** April 16th

**11. Adjournment 8:10 pm**

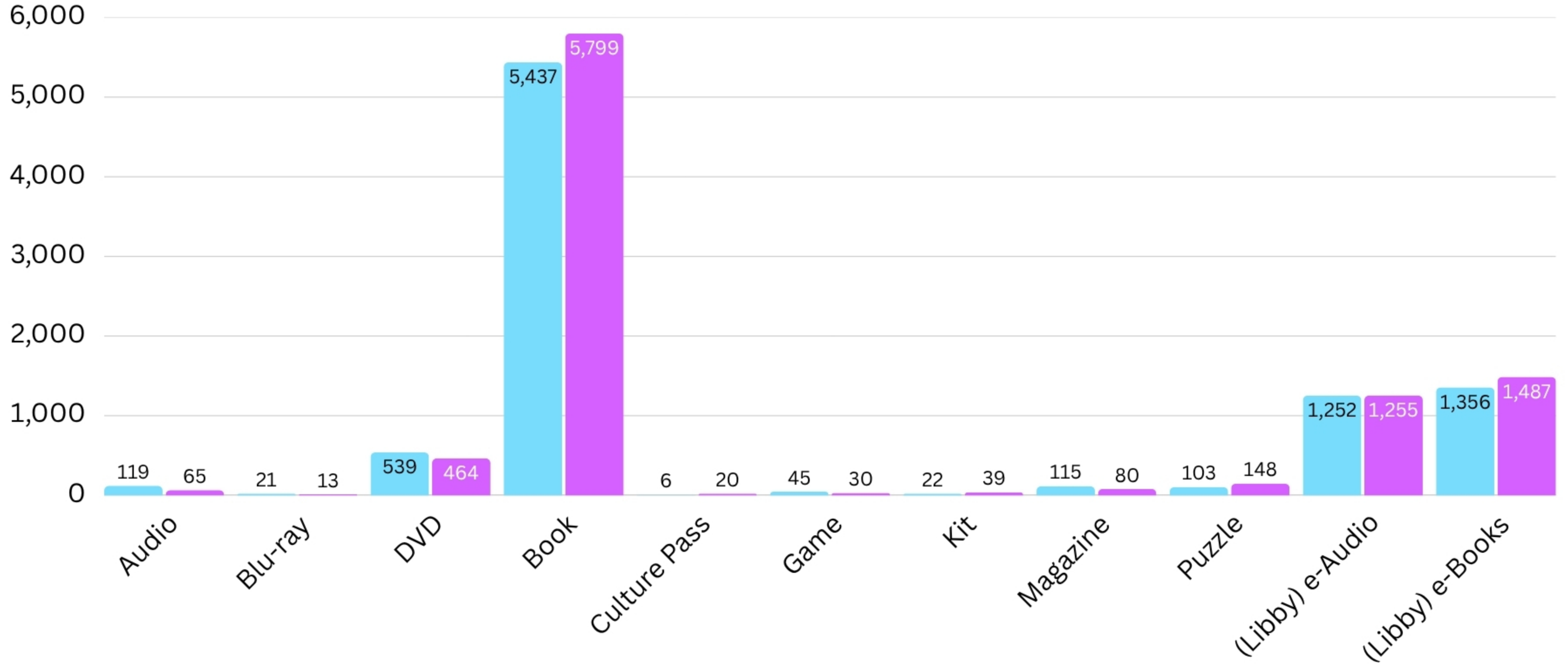
✓ Approved, moved by Gord, seconded by Christine; carried.

DRAFT

| Date       | Vendor ID | Vendor Check Name                  | Invoice Number       | Invoice Description          | Amount Paid               |
|------------|-----------|------------------------------------|----------------------|------------------------------|---------------------------|
| 2026-03-04 | BLU001    | BLUE HERON BOOKS                   | 426115               | BOOKS                        | \$66.51                   |
| 2026-03-04 | BLU001    | BLUE HERON BOOKS                   | 426116               | BOOKS                        | \$41.11                   |
| 2026-03-04 | BRI027    | BRIGGS BROTHERS PLUMBING & HEATING | 040226ZEPH           | SERVICE                      | \$682.81                  |
| 2026-03-04 | BRU008    | BRUCE CLARK & SON PLUMBING &       | 18250                | SERVICES                     | \$282.50                  |
| 2026-03-04 | ENB001    | ENBRIDGE                           | 113542251003/FEB2026 | ACTUAL--JAN 17 TO FEB 13     | \$1,389.37                |
| 2026-03-04 | UNI014    | UNIFIRST CANADA LTD                | 2493018950           | MAT SERVICE-2/5              | \$55.73                   |
| 2026-03-04 | UNI014    | UNIFIRST CANADA LTD                | 2493020047           | MAT SERVICE-2/12             | \$55.73                   |
| 2026-03-04 | WHI007    | WHITEHOTS INC                      | 3620056              | BOOKS                        | \$667.34                  |
| 2026-03-04 | WHI007    | WHITEHOTS INC                      | 3618786              | PROCESSING FEES              | \$720.27                  |
| 2026-03-09 | CIB003    | CIBC VISA                          | 7412-JAN 6-FEB 15/26 | 7412-JAN 16 TO FEB 15/2026   | \$4,520.58                |
| 2026-03-09 | MIN003    | MINISTER OF FINANCE                | EHT-FEB/26-LIBRARY   | EHT-FEB-LIBRARY              | \$885.33                  |
| 2026-03-19 | BEL001    | BELL CANADA                        | 9054732375/MAR2026   | TELEPHONE-MAR                | \$146.31                  |
| 2026-03-19 | FIB003    | FIBERNETICS CORPORATION            | 781397               | TELEPHONE-MAR                | \$141.13                  |
| 2026-03-19 | DUR013    | DURHAM REGION -UTILITY FINANCE     | 7884100000/MAR2026   | WATER AND SEWER-JAN 27-FEB24 | \$201.60                  |
| 2026-03-19 | FOR002    | FOREST RIDGE LANDSCAPING INC.      | INV0004425-LIBRARY   | SNOW REMOVAL-MAR-LIBRARY     | \$2,053.52                |
| 2026-03-19 | HEA002    | HEAT-AIR MECHANICAL LTD.           | 46847                | MAINTENANCE-JAN              | \$2,656.36                |
| 2026-03-19 | RON001    | RONA INC.                          | 33220-14776151       | SUPPLIES                     | \$44.07                   |
| 2026-03-19 | PEG001    | PEGGY KENNEDY                      | PETTY CASH-FEB/26    | PETTY CASH-SUPPLIES          | \$243.30                  |
| 2026-03-19 | VER001    | ELEXICON ENERGY INC.               | 51001548-02/FEB2026  | HYDRO-JAN8-FEB8              | \$1,422.05                |
| 2026-03-19 | XER001    | XEROX CANADA LTD.                  | F65361701            | COPIES-1/27/26-2/26          | \$78.49                   |
| 2026-03-19 | WHI007    | WHITEHOTS INC                      | 3621811              | BOOKS                        | \$613.44                  |
| 2026-03-19 | WHI007    | WHITEHOTS INC                      | 3621294              | BOOKS                        | \$380.34                  |
| 2026-03-19 | WHI007    | WHITEHOTS INC                      | 3621049              | BOOKS                        | \$821.14                  |
| 2026-03-19 | WHI007    | WHITEHOTS INC                      | 3620840              | BOOKS                        | \$675.56                  |
| 2026-03-19 | DEL002    | DE LAGE LANDEN                     | 10669788             | COPIER-4/1/26-4/30/26        | \$205.02                  |
| 2026-03-20 | PAT014    | PATCH DUDES INC.                   | 2307                 | DRYWALL REPAIRS              | \$4,483.84                |
| 2026-03-20 | PAT014    | PATCH DUDES INC.                   | 2309                 | DRYWALL REPAIRS              | \$2,712.00                |
| 2026-03-31 | MIN003    | MINISTER OF FINANCE                | EHT-MARCH/2026       | EHT-MARCH-LIBRARY            | \$991.81                  |
|            |           |                                    |                      |                              | <b><u>\$27,237.26</u></b> |

# Circulation Stats - 2 Year Comparison

● January 2025    ● January 2026

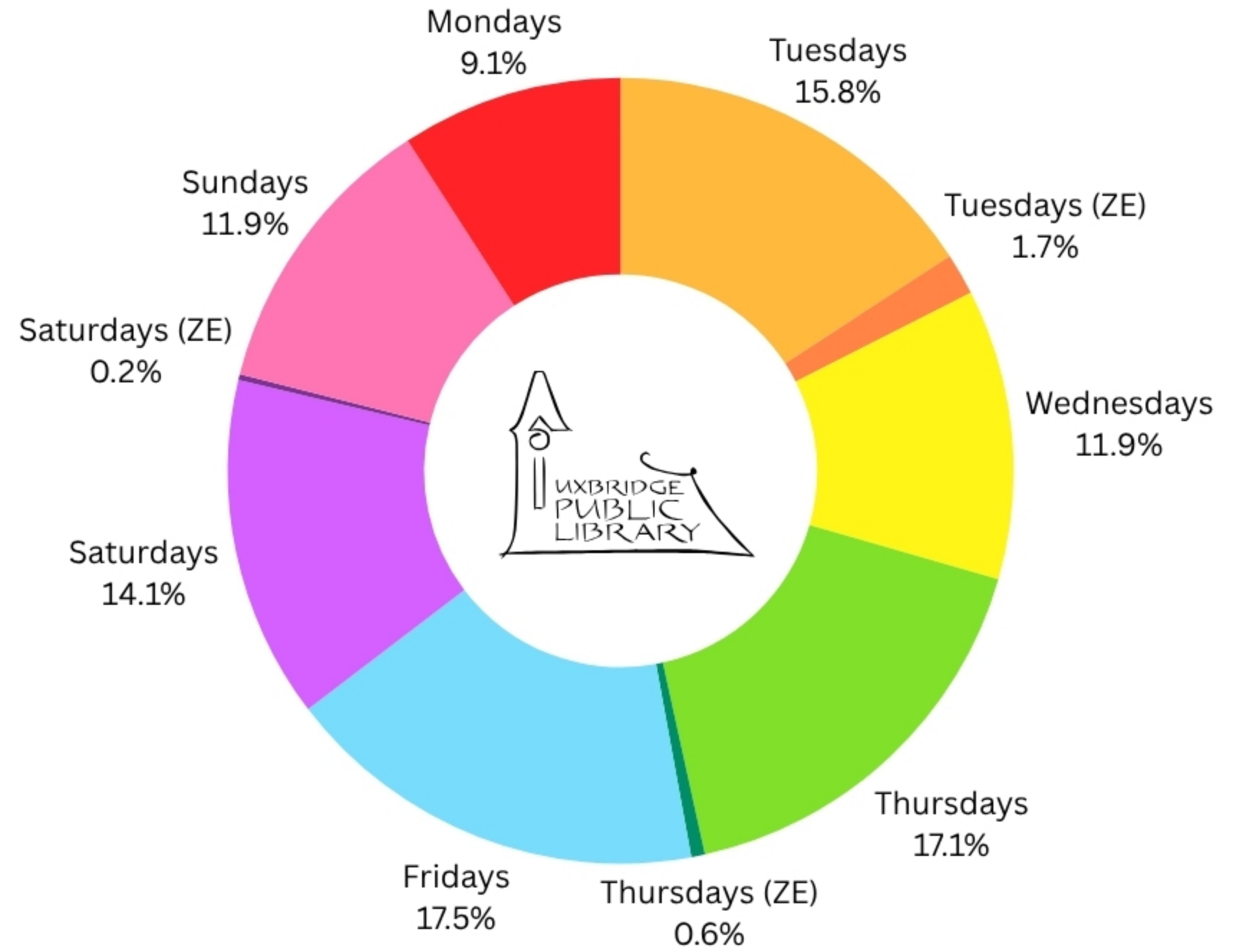
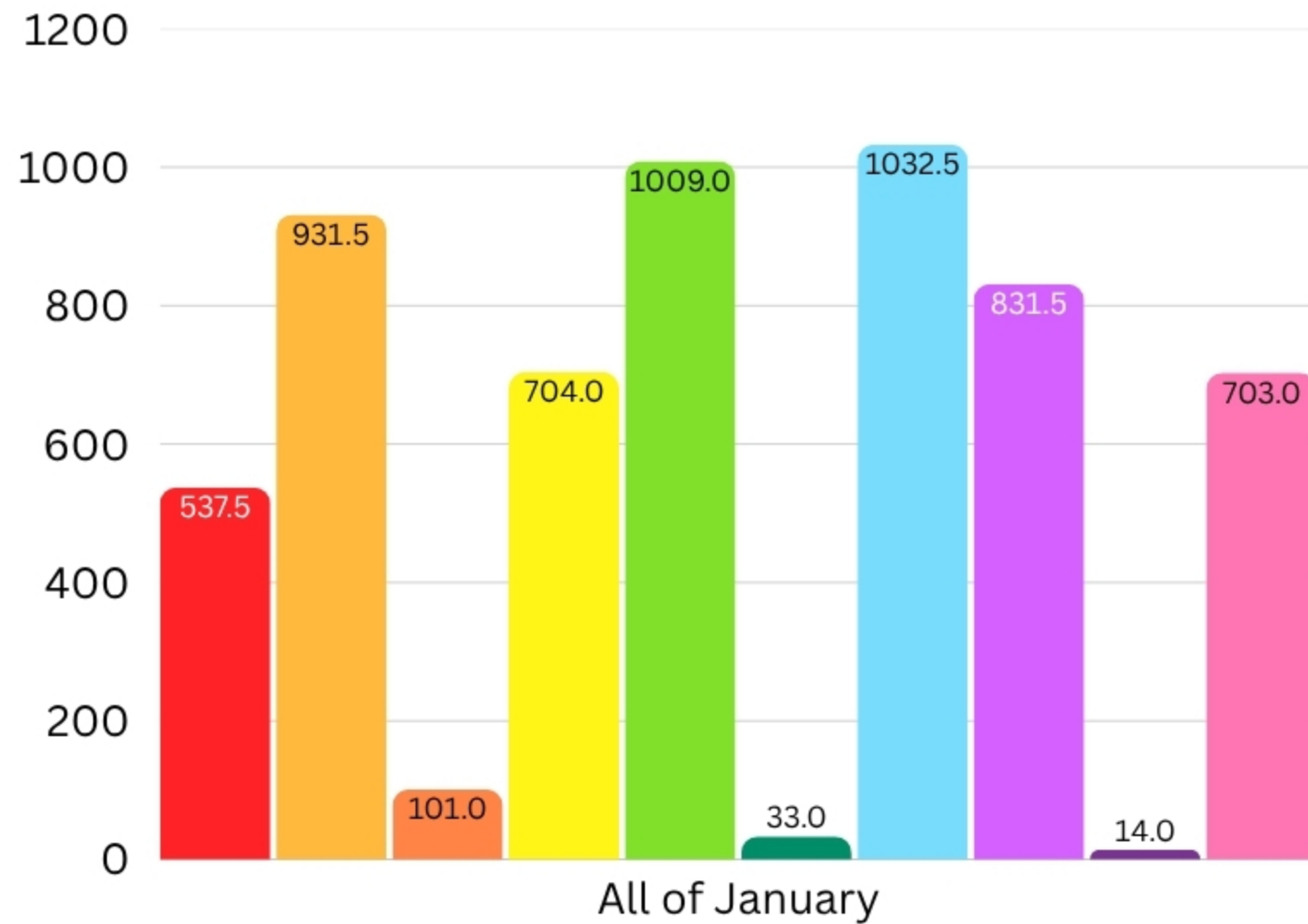


# Door Count January 2026

**Total UX: 5516**

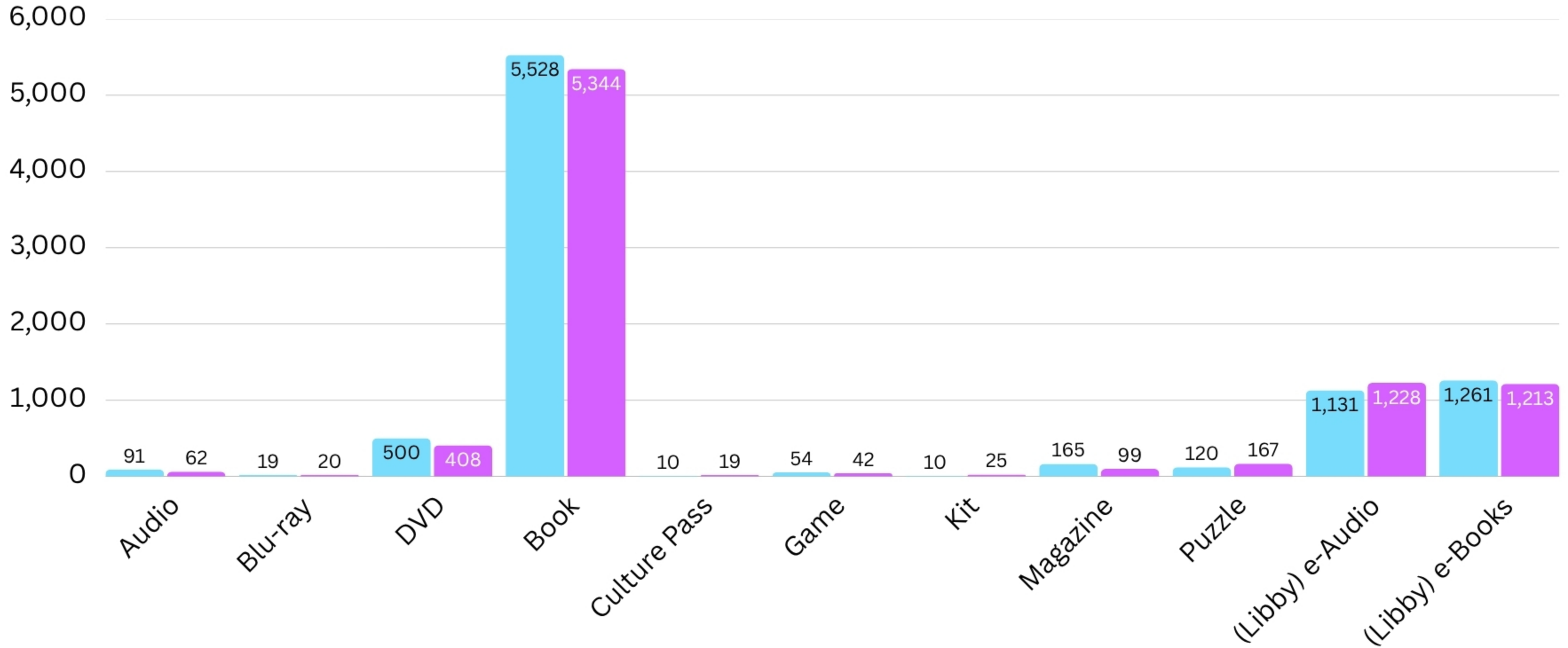
**Total ZE: 148**

- Mondays    ● Tuesdays    ● Tuesdays (ZE)
- Wednesdays    ● Thursdays
- Thursdays (ZE)    ● Fridays    ● Saturdays
- Saturdays (ZE)    ● Sundays



# Circulation Stats - 2 Year Comparison

● February 2025 ● February 2026

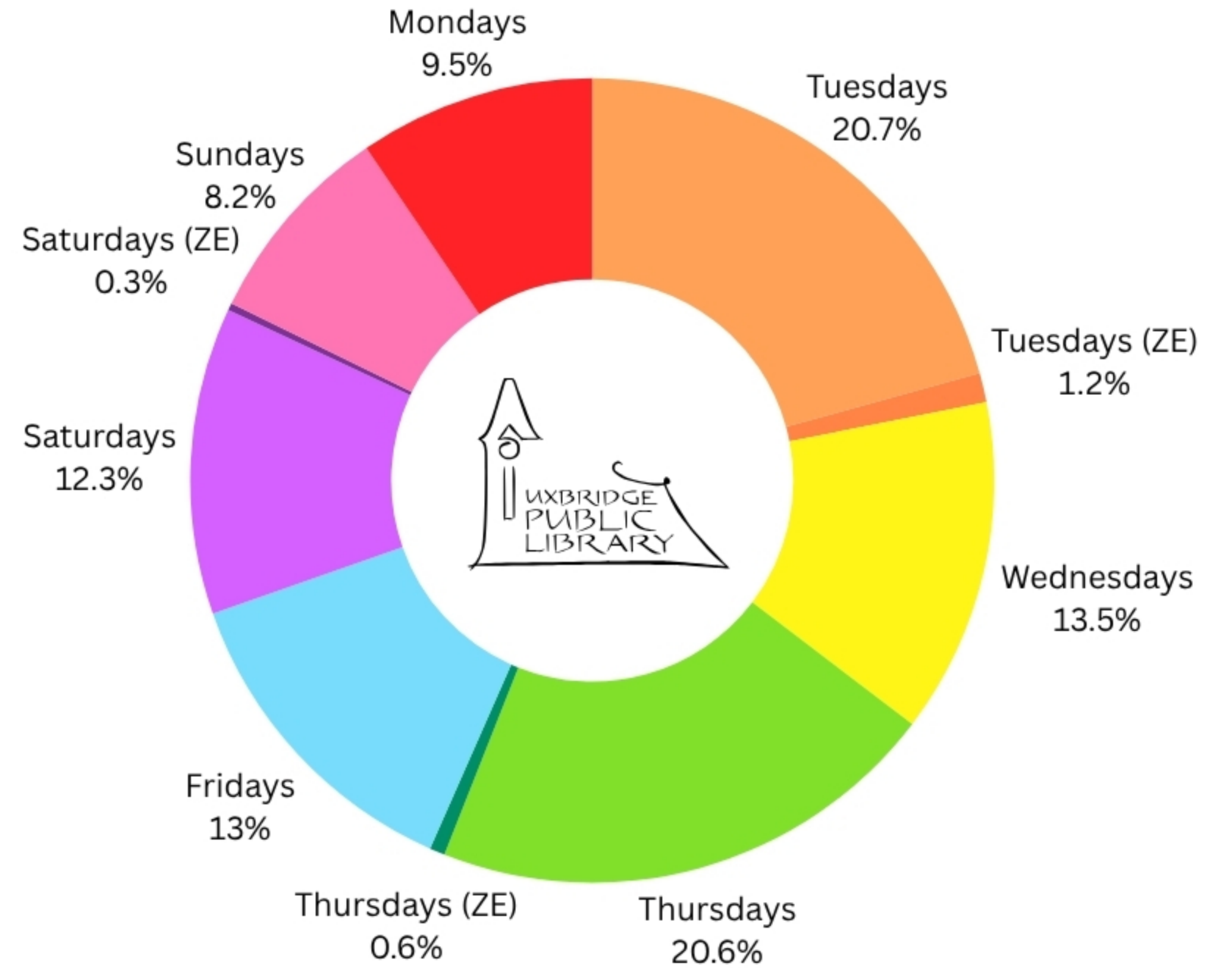
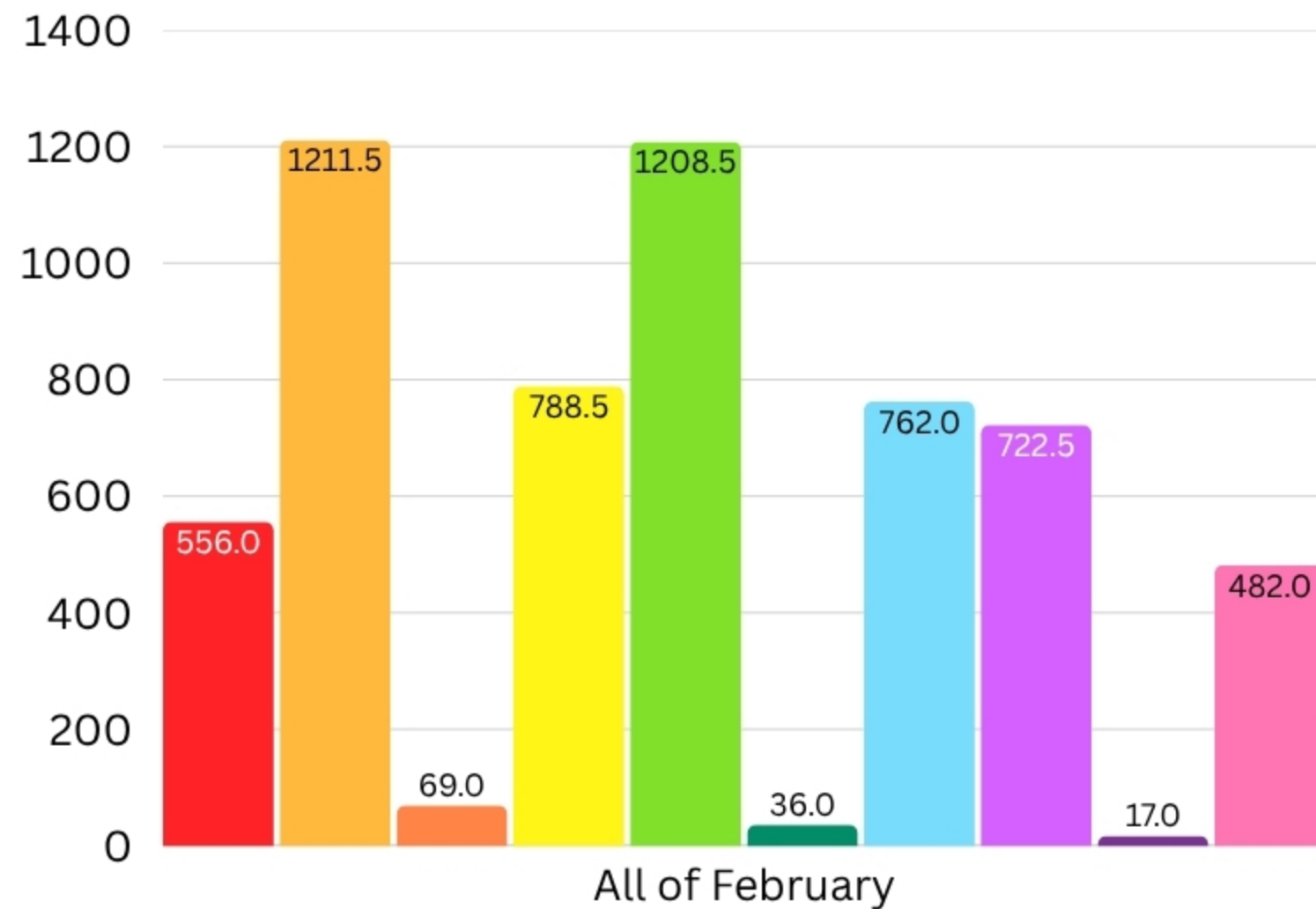


# Door Counter in February 2026

**Total UX: 5731.5**

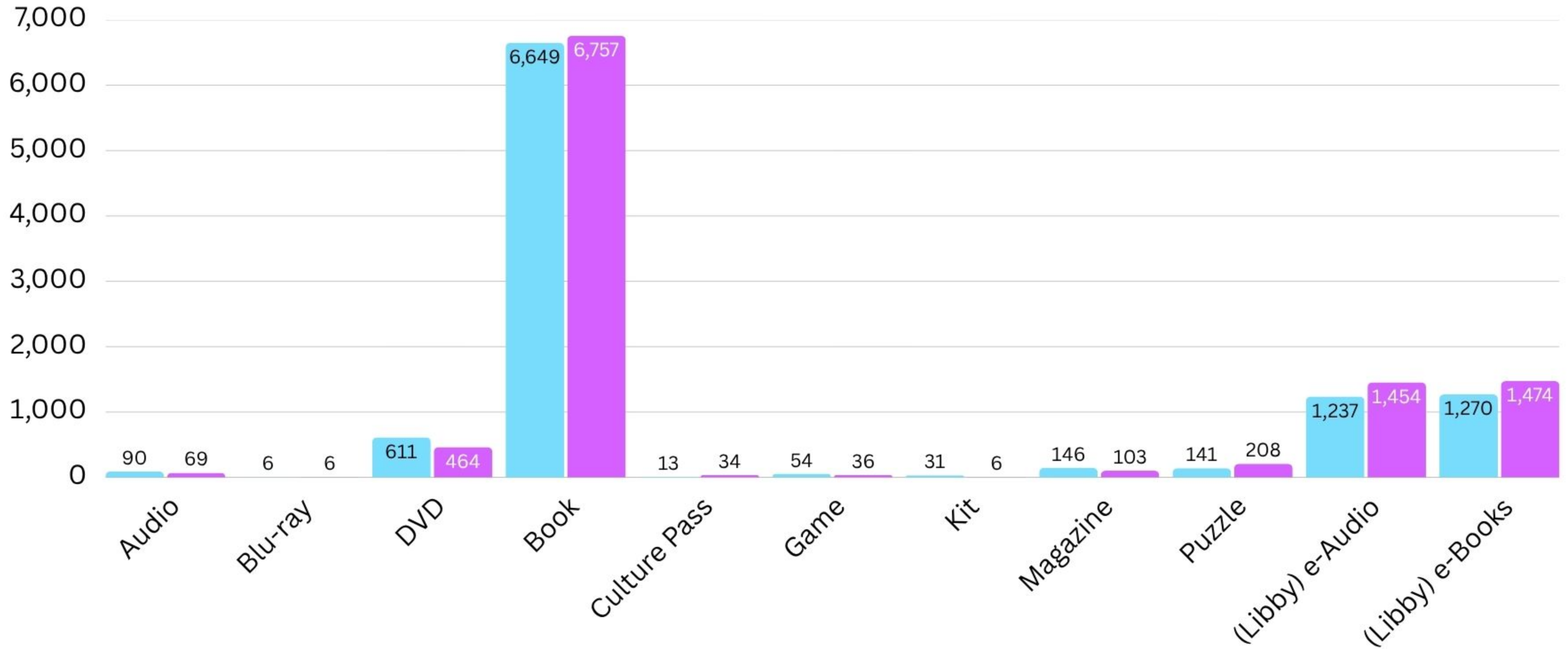
**Total ZE: 122**

- Mondays    ● Tuesdays    ● Tuesdays (ZE)
- Wednesdays    ● Thursdays
- Thursdays (ZE)    ● Fridays    ● Saturdays
- Saturdays (ZE)    ● Sundays



# Circulation Stats - 2 Year Comparison

● March 2025    ● March 2026



# Door Counter in March 2026

**Total UX: 6746**

**Total ZE: 201**

- Mondays    ● Tuesdays    ● Tuesdays (ZE)
- Wednesdays    ● Thursdays
- Thursdays (ZE)    ● Fridays    ● Saturdays
- Saturdays (ZE)    ● Sundays

