



Township of Uxbridge Public Library Board Meeting Agenda

Date: Wednesday, September 16th, 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 June Minutes

6. Committees:

6.1 Governance and HR Committee

- Library Board Term Highlights Report 2022-2026

6.2 Finance

- June, July, August accounts

6.3 Community Committee

- Door and Circulation stats (June, July & August)

7. New Business

8. Ongoing Business / Action item

- First Peoples group proposal
- Board Recruitment brochure

9. Correspondence

10. Date of the Next Board Meeting: October 14, 2026

11. Adjournment



Township of Uxbridge Public Library Board Meeting Agenda

Date: Wednesday, September 16th, 2026 @ 7:00 PM

Location: Uxbridge Public Library



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, June 18th, 2026 @ 7:00 PM

Location: Uxbridge Public Library

Present: Dave Phillips, Agnes Croxford, Christine McKenzie, Gord Shreeve, Sheldon Wolfson, Zed Pickering, Corrinne Morrison

Regrets: Tobi Lee, Amanda Ferraro, Dwight Clements, Catharine Peters

Guest:

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

- First Nations Land Acknowledgement - Dave

2. Announcements / Round table

- Agnes – Attended DQST for the first time and was very impressed with the event, very positive experience. Sheldon also attended and felt the same.

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

- N/A

4. Approval of Agenda

- ✓ *Approved, moved by Sheldon, seconded by Zed; carried.* Two items added to New Business. I. Letter of support requests II. LEDR Meeting

5. Approval of May Minutes

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

6. Committees:

6.1 Governance and HR Committee

- Draft Board Recruitment brochure – this is now available to the public and at both circulation desks
- Donation of \$25,000 for Genealogy for View Scan
- Response to job posting has been tremendous – more than 70 applications, interviews to begin next week
- Insurance claim was successful and cheque has been received
- Staff training for DEFIB next week



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, June 18th, 2026 @ 7:00 PM

Location: Uxbridge Public Library

6.2 Finance

- May accounts

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

6.3 Community Committee

- Door and Circulation stats – received by the Board
- DQ Storytime – as mentioned in Round Table
- Seniors Information Fair, June 18 - Agnes came by and appreciated that there was a lot of valuable information available. Suggestion that if we repeat in the future, promoting to adult children of seniors might be beneficial.
- New 3D Printer has been purchased – Discussion of the improvements of the new printer vs the older one, speed, colour options, ease of use etc. Discussion on waiver and skill testing quiz for patrons prior to permission to use the printer. Discussion on the cost recovery of the filament and that current price is not reflective of actual cost (current is too high).
- Tech Help sessions – Pause for summer based on patron demand.

7. New Business

- I. We have received two requests from patrons for Letters of Support with regards to expiring Canadian Visas. The Library Board would like to have an opinion on this from Legal or the Clerk's Department. Corrinne to follow up with Clerks.
- II. LEDR Meeting – discussion/planning underway for joint New Library Board training in early February of 2027, similar to what was done in 2023. Also considering shared Freedom of Expression training for staff.

8. Ongoing Business / Action item

- First Peoples group proposal – no updates at this time.

9. Correspondence

- Short update provided on the Hamilton situation based on email correspondence



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, June 18th, 2026 @ 7:00 PM

Location: Uxbridge Public Library

10. Date of the Next Board Meeting: September 17, 2026

11. Adjournment

✓ *Adjourned at 7:44 pm, moved by Agnes, seconded by Christine; carried.*



Township of Uxbridge

Board/Committee Term Highlights Report for 2022-2026

Board/Committee Name: Uxbridge Public Library Board

Chair: Dave Phillips

Committee Mandate

The Uxbridge Public Library Board is a governing board and a legal corporation under the Public Libraries Act (PLA) responsible for the management and control of the public library, including library operations and the creation of policies related to the public library.

- **Vision:**

The Uxbridge Public Library is a supportive and vibrant community hub that values our environment, history, culture, and one another.

Key Accomplishments

Created 2024 – 2026 Library Strategic Plan. The Township Strategic Plan was used as a foundation block for the Library Strategic Plan to ensure continued alignment on values and goals. Used this plan in establishing performance goals for staff.

- Created an elevated Year In Review in 2025 document for the Library Board to share with Council and the public. This document was in an easily digestible format and met for our residents.
- Adopted all of the new and/or revised HR Policies from the Township to maintain our strong alignment.
- Reviewed and updated 4 Library specific Policies
- Partnered with other Durham Library systems to provide training to Board Members in early 2023.
- Offered continuous training to Board Members and Library Staff via annual OLA Super Conference and online OLA opportunities.
- Supported and worked with the Downtown Revitalization Committee in reaching objectives such as acting as a Tourism Hub and allowing for public washroom access.
- Created a Library Board Recruitment brochure to assist with succession planning for 2026 through 2030 term.

Strategic Plan Alignment

Our 2024 – 2026 Library Strategic Plan aligned with the Township of Uxbridge Strategic Plan and continued to...

- Deliver accountable transparent government and an understanding of the libraries and their role within the community.
- Demonstrate fiscal responsibility and continue to offer value for money.
- Commit to ethical, responsible and sustainable practices.
- Amplify Library communication.
- Promote resident engagement in our community.
- Enhance community health and well-being of residents

Major Recommendations to Council

- Promote our Library Board Recruitment Brochure to ensure quality Uxbridge Public Library Board members are eligible to sit on our future board.
- Continue to view the Library as a Community Hub and appreciate the value that adds for our residents.

Community Impact

2025 Community Impact

- \$1,288,747 saved by residents by borrowing physical items from the library
- 535 programs offered for all age groups
- 7,468 attendees for library programs
- 92,158 physical items checked out
- 31,007 virtual items checked out via Libby (online platform for audio and ebooks)
- 73,848 library visits, average of 202 per day
- 334 Culture Pass checkouts
- 2490+ volunteer hours served

Challenges

- As a heritage building, 9 Toronto St S, offers both history and beauty but it also requires significant upkeep
- The last increase in square footage for the Uxbridge library was in 1987. An increase in space would allow the library to more readily meet the future needs of the community
- The Uxbridge location is moderately accessible but could definitely benefit from future upgrades to accessibility. The Zephyr location is less accessible.

Suggested Priorities for the Next Committee

- Refresh the 2024 – 2026 Library Strategic Plan and continue to align with the Township of Uxbridge Strategic Plan
- Continue to contribute to Downtown Revitalization goals and planning when appropriate and continue to act as a stakeholder with regards to the Centennial Park Master Plan
- Partner with other Durham Library systems to provide Library Board training early in the next term to assist with a smooth transition for members.
- Continue to create a Year In Review document early in each new year. This should be visual and contain metrics that showcase the value of the library to Council and Uxbridge residents.
- Continue to update Library Policies
- Continue to ensure preventive maintenance on the physical buildings

Closing Summary

The Library Board and Staff would like to thank the Council and the Township for their continued support of the library over the past four years. A strong relationship between the Township and the Library provides a foundation for excellent services for our residents.

Date	Vendor ID	Vendor Check Name	Invoice Number	Invoice Description	Amount Paid
2026-06-01	MIN003	MINISTER OF FINANCE	EHT-MAY/2026	EHT-LIBRARY-MAY/26	\$906.45
2026-06-05	CIB003	CIBC VISA	7412-APR16-MAY15/26	7412-APR 16- MAY 15/26	\$1,135.38
2026-06-09	BEL001	BELL CANADA	9054732375/JUNE2026	TELEPHONE-JUNE	\$151.96
2026-06-09	BEL001	BELL CANADA	9058529748/JUNE2026	TELEPHONE-JUNE	\$76.86
2026-06-09	BLU001	BLUE HERON BOOKS	430574	BOOKS	\$38.61
2026-06-09	DEL002	DE LAGE LANDEN	10815351	COPIER-7/1/26-7/31/26	\$204.38
2026-06-09	FIB003	FIBERNETICS CORPORATION	793792	TELEPHONE-JUNE	\$141.13
2026-06-09	THE005	THE COMPUTER MEDIA GROUP	1566606-IN	TONERS	\$536.20
2026-06-09	VER001	ELEXICON ENERGY INC.	2400040463/MAY2026	HYDRO-MAR 9-APR 8	\$995.90
2026-06-09	UNI014	UNIFIRST CANADA LTD	2493034722	MAY SERVICE-5/19	\$60.25
2026-06-09	PAT010	PATTI-LYNN INTERIORS	1000050972	CARPET INSTALLATION	\$931.66
2026-06-09	WHI007	WHITEHOTS INC	3631945	BOOKS	\$195.64
2026-06-09	WHI007	WHITEHOTS INC	3633067	BOOKS	\$420.28
2026-06-09	WHI007	WHITEHOTS INC	3631938	BOOKS	\$530.94
2026-06-09	WHI007	WHITEHOTS INC	3631586	PROCESSING FEES	\$458.07
2026-06-09	WHI007	WHITEHOTS INC	3632755	BOOKS	\$774.29
2026-06-09	WHI007	WHITEHOTS INC	3632000	DVD'S	\$139.56
2026-06-09	WHI007	WHITEHOTS INC	3631961	BOOK	\$19.83
2026-06-24	BLU001	BLUE HERON BOOKS	432265	BOOKS	\$49.77
2026-06-24	BLU001	BLUE HERON BOOKS	432241	BOOKS	\$99.87
2026-06-24	AND023	ANDREA STEWART	EXPENSES-MAY/JUN/26	EXPENSES-MAY/JUNE	\$46.05
2026-06-24	COR001	CORRINNE MORRISON	EXPENSESE-JUN/2026	EXPENSES	\$93.56
2026-06-24	PEG001	PEGGY KENNEDY	PETTY CASH-JUNE/26	PETTY CASH-SUPPLIES	\$256.07
2026-06-24	VER001	ELEXICON ENERGY INC.	2400040463/JUNE2026	HYDRO-APR 9-MAY 8	\$884.61
2026-06-24	WHI007	WHITEHOTS INC	3634694	DVD	\$24.31
2026-06-24	WHI007	WHITEHOTS INC	3634692	BOOKS	\$258.07
2026-06-24	WHI007	WHITEHOTS INC	3634673	BOOKS	\$634.84
2026-06-24	WHI007	WHITEHOTS INC	3635472	DVD	\$10.83
2026-06-24	WHI007	WHITEHOTS INC	3636426	DVD	\$189.11
2026-06-24	WHI007	WHITEHOTS INC	3636431	DVD	\$16.08
2026-06-24	WHI007	WHITEHOTS INC	3635471	BOOKS	\$799.47
2026-06-24	XER001	XEROX CANADA LTD.	F65746965	COPIES-APR 27 TO MAY 25	\$62.48

2026-06-24 UNIO14	UNIFIRST CANADA LTD	2493035889	MAT SERVICE-5/26	\$60.25
2026-06-24 UNIO14	UNIFIRST CANADA LTD	2493037898	MAT SERVICE-6/9	\$60.25
2026-06-24 DUR013	DURHAM REGION -UTILITY FINANCE	7884100000/JUNE2026	WATER AND SEWER-APR24-MAY26	\$230.40
2026-06-24 HYD005	HYDRO ONE NETWORKS INC.	200072033278/JUN2026	HYDRO-MAY 6-JUNE 5	\$185.22
2026-06-24 DLF001	D & L FIRE PROTECTION LIMITED	64313	ANNUAL INSPECTION	\$900.56
2026-06-24 HEA002	HEAT-AIR MECHANICAL LTD.	47377	INSPECTION-APRIL	\$2,656.36
2026-06-24 MIL003	MILLER WASTE SYSTEMS	115-0007963169	WASTE REMOVAL-MAY	\$79.34
2026-06-30 MIN003	MINISTER OF FINANCE	EHT-JUNE/2026	EHT-LIBRARY-JUNE	\$919.26
				\$16,234.15

Date	Vendor ID	Vendor Check Name	Invoice Number	Invoice Description	Amount Paid
2026-07-03	BLU001	BLUE HERON BOOKS	432210	BOOKS	\$47.84
2026-07-03	BLU001	BLUE HERON BOOKS	432571	BOOKS	\$33.58
2026-07-03	BLU001	BLUE HERON BOOKS	432318	BOOKS	\$36.09
2026-07-03	DUR045	DURHAM FIRST AID INC.	35982	BABYSITTER COURSE	\$904.00
2026-07-03	ENB001	ENBRIDGE	113542251003/JUN2026	ACTUAL-APR 18-JUNE 16	\$28.91
2026-07-03	WHI007	WHITEHOTS INC	3637086	BOOKS	\$1,019.57
2026-07-03	WHI007	WHITEHOTS INC	3636664	BOOKS	\$708.00
2026-07-03	WHI007	WHITEHOTS INC	3637347	BOOKS	\$331.70
2026-07-03	WHI007	WHITEHOTS INC	3637779	BOOKS	\$518.90
2026-07-06	CIB003	CIBC VISA	7412-MAY16-JUNE15/26	7412-MAY 16 TO JUNE 15	\$3,198.10
2026-07-23	BEL001	BELL CANADA	9058529748/JULY2026	TELEPHONE-JULY	\$76.86
2026-07-23	BRU008	BRUCE CLARK & SON PLUMBING &	18770	MAINTENANCE-WATER FOUNTAIN	\$727.49
2026-07-23	FIB003	FIBERNETICS CORPORATION	797944	TELEPHONE-JULY	\$141.13
2026-07-23	HYD005	HYDRO ONE NETWORKS INC.	200072033278/JUL2026	HYDRO-JUNE 5 TO JULY 8	\$220.86
2026-07-23	LAK003	LAKERIDGE HEALTH	4317	CARDIAC SAFE PRG-APR 1-JUNE30	\$282.50
2026-07-23	MAR004	MARTY S WINDOW CLEANING	37	WINDOW CLEANING-BOTTOM EXT	\$146.90
2026-07-23	RON001	RONA INC.	33220-14896211	SUPPLIES	\$91.69
2026-07-23	UNI014	UNIFIRST CANADA LTD	2493039097	MAT SERVICE-6/16	\$60.25
2026-07-23	UNI014	UNIFIRST CANADA LTD	2493041053	MAT SERVICE-6/30	\$60.25
2026-07-23	UNI014	UNIFIRST CANADA LTD	2493039985	MAT SERVICE-6/23	\$60.25
2026-07-23	VER001	ELEXICON ENERGY INC.	2400040463/JULY2026	HYDRO-MAY 9 TO JUNE 8	\$1,043.58
2026-07-23	WHI007	WHITEHOTS INC	3638738	BOOKS	\$421.20
2026-07-23	WHI007	WHITEHOTS INC	3637983	BOOKS	\$487.92
2026-07-23	WHI007	WHITEHOTS INC	3638649	BOOKS	\$288.59
2026-07-23	WHI007	WHITEHOTS INC	3638709	BOOKS	\$53.25
2026-07-23	WHI007	WHITEHOTS INC	3638739	DVD'S	\$76.75
2026-07-23	WHI007	WHITEHOTS INC	3637094	CD'S	\$35.27
2026-07-23	BEL001	BELL CANADA	9054732375/JULY2026	TELEPHONE-JULY	\$155.92
2026-07-29	CIB003	CIBC VISA	7412-PMT NEEDED	7412-PMT NEEDED	\$3,660.68
2026-07-30	ACP001	ACP LOCK & SECURITY INC.	262904	SERVICE	\$1,548.10
2026-07-30	DEL002	DE LAGE LANDEN	10876555	COPIER-8/1/26-8/31/26	\$202.29
2026-07-30	UXB040	UXBRIDGE HEATING & COOLING LTD.	23445	A/C UNIT	\$1,341.31

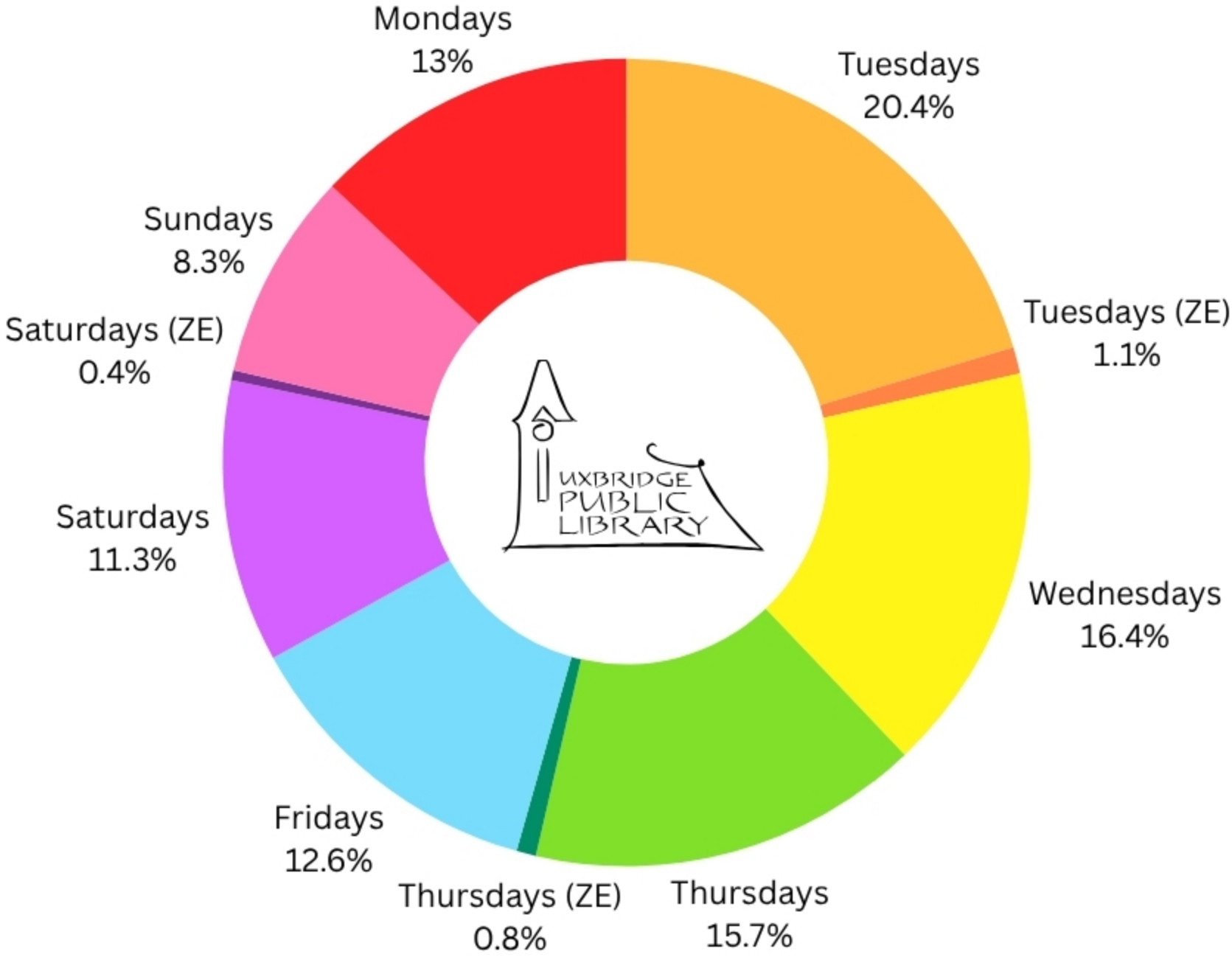
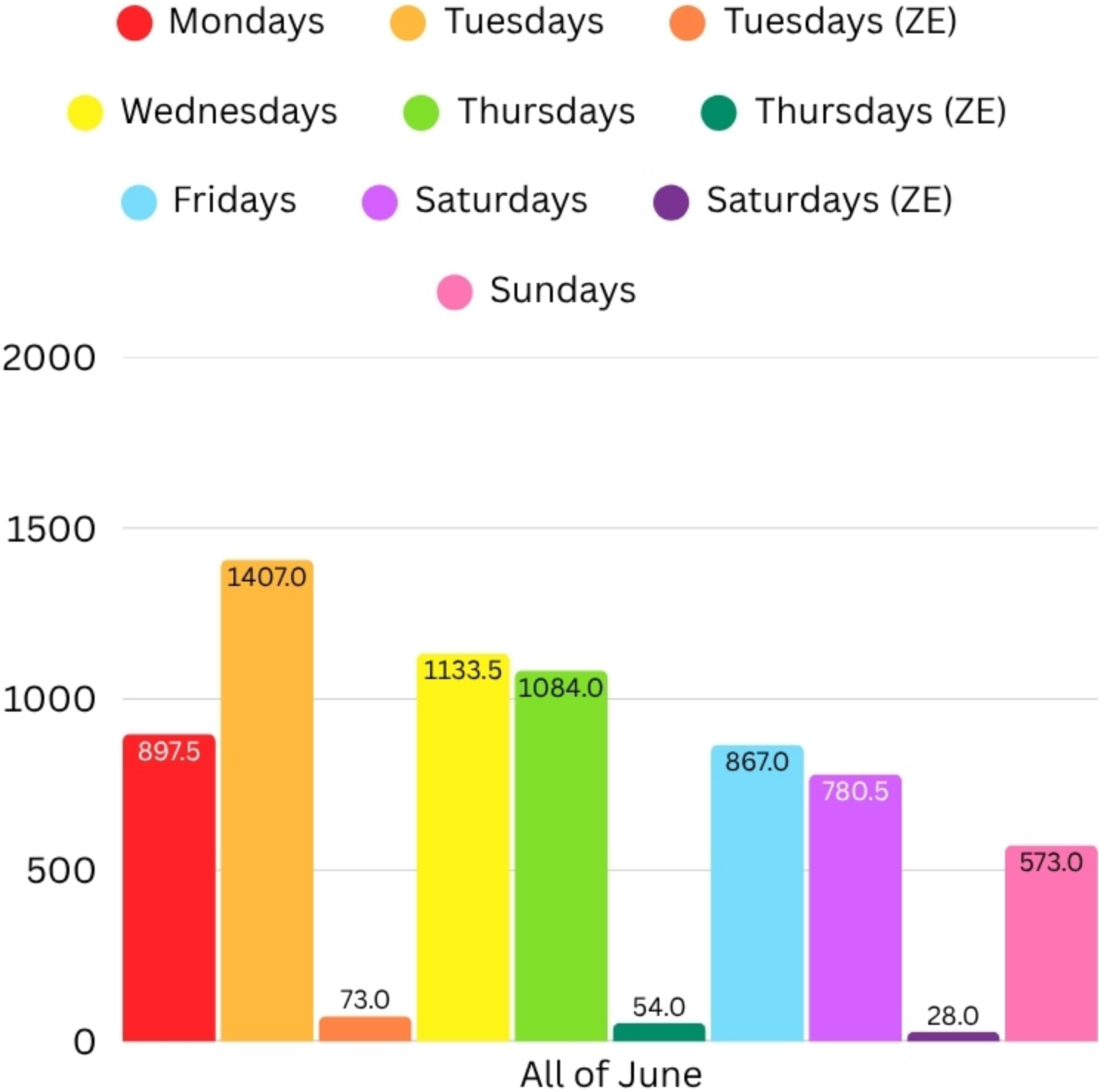
2026-07-31 MIN003	MINISTER OF FINANCE	EHT-JULY 2026	EHT-JULY	\$1,434.80
2026-07-31 DAT004	DATA AXLE INC.	10004419325	DATA AXLE SUBSCRIPTION	\$1,168.42
2026-07-31 ENB001	ENBRIDGE	113542251003/JUL2026	ESTIMATE-JUNE 17 TO JULY 17	\$152.69
2026-07-31 DUR013	DURHAM REGION -UTILITY FINANCE	7884100000/JULY2026	WATER AND SEWER-MAY26-JUN25	\$406.58
2026-07-31 BLU001	BLUE HERON BOOKS	433692	BOOKS	\$16.79
2026-07-31 BLU001	BLUE HERON BOOKS	433693	BOOKS	\$14.27
2026-07-31 BLU001	BLUE HERON BOOKS	434048	BOOK	\$22.64
2026-07-31 MIL003	MILLER WASTE SYSTEMS	115-0007965509	WASTE REMOVAL-JUNE	\$77.60
2026-07-31 RIS001	RISTECH COMPANY INC.	1002788	VIEWSCAN 5	\$18,899.82
2026-07-31 WHI007	WHITEHOTS INC	3640035	BOOKS	\$784.91
2026-07-31 WHI007	WHITEHOTS INC	3640903	BOOKS	\$610.84
2026-07-31 WHI007	WHITEHOTS INC	3634156	BOOKS	\$677.19
2026-07-31 WHI007	WHITEHOTS INC	3641870	BOOKS	\$93.85
2026-07-31 WHI007	WHITEHOTS INC	3641871	BOOKS	\$25.12
2026-07-31 WHI007	WHITEHOTS INC	3641865	BOOKS	\$673.13
2026-07-31 WHI007	WHITEHOTS INC	3641568	BOOKS	\$236.48
2026-07-31 XER001	XEROX CANADA LTD.	F65872624	COPIES-5/25-6/26	\$80.84
				\$43,385.70

Date	Vendor ID	Vendor Check Name	Invoice Number	Invoice Description	Amount Paid
2026-08-13	VER001	ELEXICON ENERGY INC.	2400040463/AUG2026	HYDRO-JUNE 9-JULY 8	\$1,765.22
2026-08-13	BEL001	BELL CANADA	9054732375/AUG2026	TELEPHONE-AUG	\$159.87
2026-08-13	DUR013	DURHAM REGION -UTILITY FINANCE	7884100000/AUG2026	WATER AND SEWER-JUN25-JUL29	\$547.47
2026-08-13	FIB003	FIBERNETICS CORPORATION	802043	TELEPHONE-AUG	\$141.13
2026-08-13	BEL001	BELL CANADA	9058529748/AUG2026	TELEPHONE-AUG	\$76.86
2026-08-13	NET001	NETAGEN	182766	MICROFILM READER EQUIP.	\$763.57
2026-08-19	HYD005	HYDRO ONE NETWORKS INC.	200072033278/AUG2026	HYDRO-JULY 8 TO AUG 7	\$150.03
2026-08-19	ELE002	ELEVATOR ONE INC.	1600	SERVICE	\$861.89
2026-08-19	HEA002	HEAT-AIR MECHANICAL LTD.	47736	SERVICE	\$2,656.36
2026-08-19	DEL002	DE LAGE LANDEN	10925008	COPIER-9/1/26-9/30/26	\$202.29
2026-08-19	ULI001	ULINE CANADA CORPORATION	18532831	BOOKCASE	\$1,048.54
2026-08-19	UNI014	UNIFIRST CANADA LTD	2493045421	MAT SERVICE-7/28	\$115.99
2026-08-19	WHI007	WHITEHOTS INC	3635439	PROCESSING FEES	\$891.70
2026-08-19	WHI007	WHITEHOTS INC	3640435	PROCESSING FEES	\$975.78
2026-08-19	WHI007	WHITEHOTS INC	3635905	BOOKS	\$636.24
2026-08-19	WHI007	WHITEHOTS INC	3645096	BOOKS	\$329.16
2026-08-19	WHI007	WHITEHOTS INC	3642969	BOOKS	\$383.95
2026-08-19	BLU001	BLUE HERON BOOKS	435237	BOOKS	\$48.69
2026-08-19	BLU001	BLUE HERON BOOKS	433624	BOOKS	\$91.50
2026-08-19	WHI007	WHITEHOTS INC	3644271	BOOKS	\$254.96
2026-08-19	WHI007	WHITEHOTS INC	3644277	DVD'S	\$82.03
2026-08-19	XER001	XEROX CANADA LTD.	F65993210	COPIES-6/26/26-7/27/26	\$90.80
2026-08-19	BRO001	BRODART CANADA COMPANY	107805	SUPPLIES	\$919.14
2026-08-19	BRU008	BRUCE CLARK & SON PLUMBING &	18881	SERVICE	\$305.10
2026-08-19	MIL003	MILLER WASTE SYSTEMS	115-0007967849	WASTE REMOVAL-JULY	\$77.38
2026-08-31	MIN003	MINISTER OF FINANCE	EHT-AUGUST/2026	EHT-AUGUST 2026	\$944.38
					\$14,520.03

Door Counter in June 2026

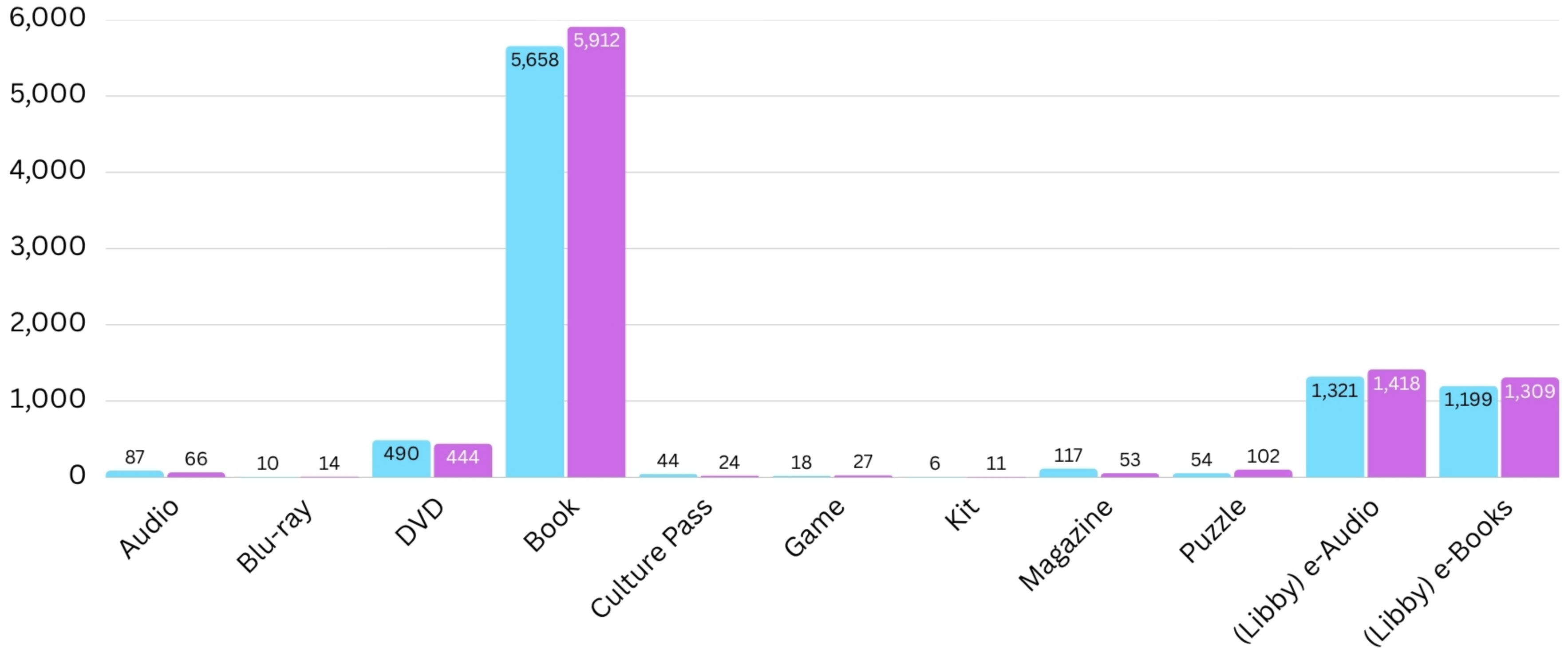
Total UX: 6682.5

Total ZE: 115



Circulation Stats - 2 Year Comparison

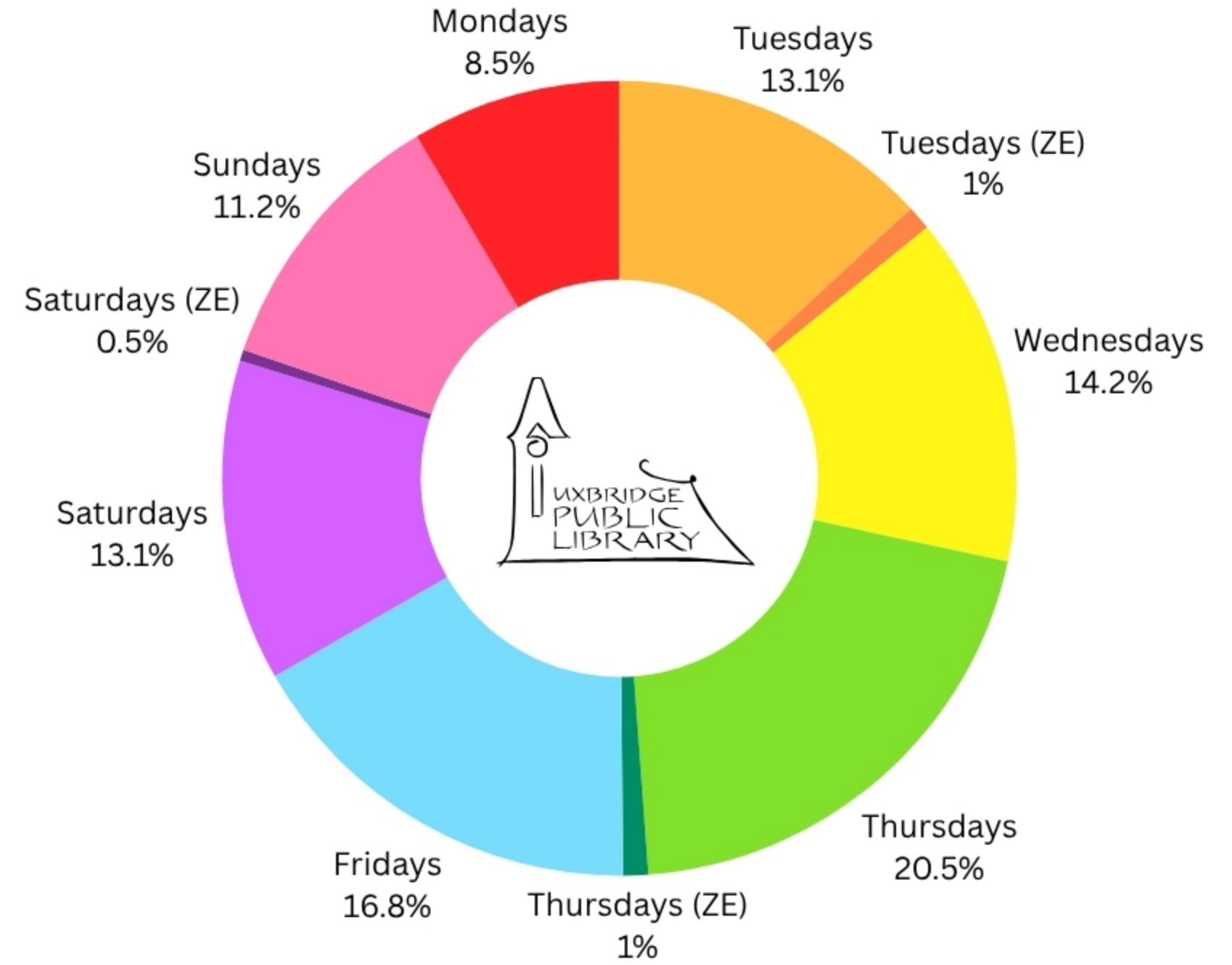
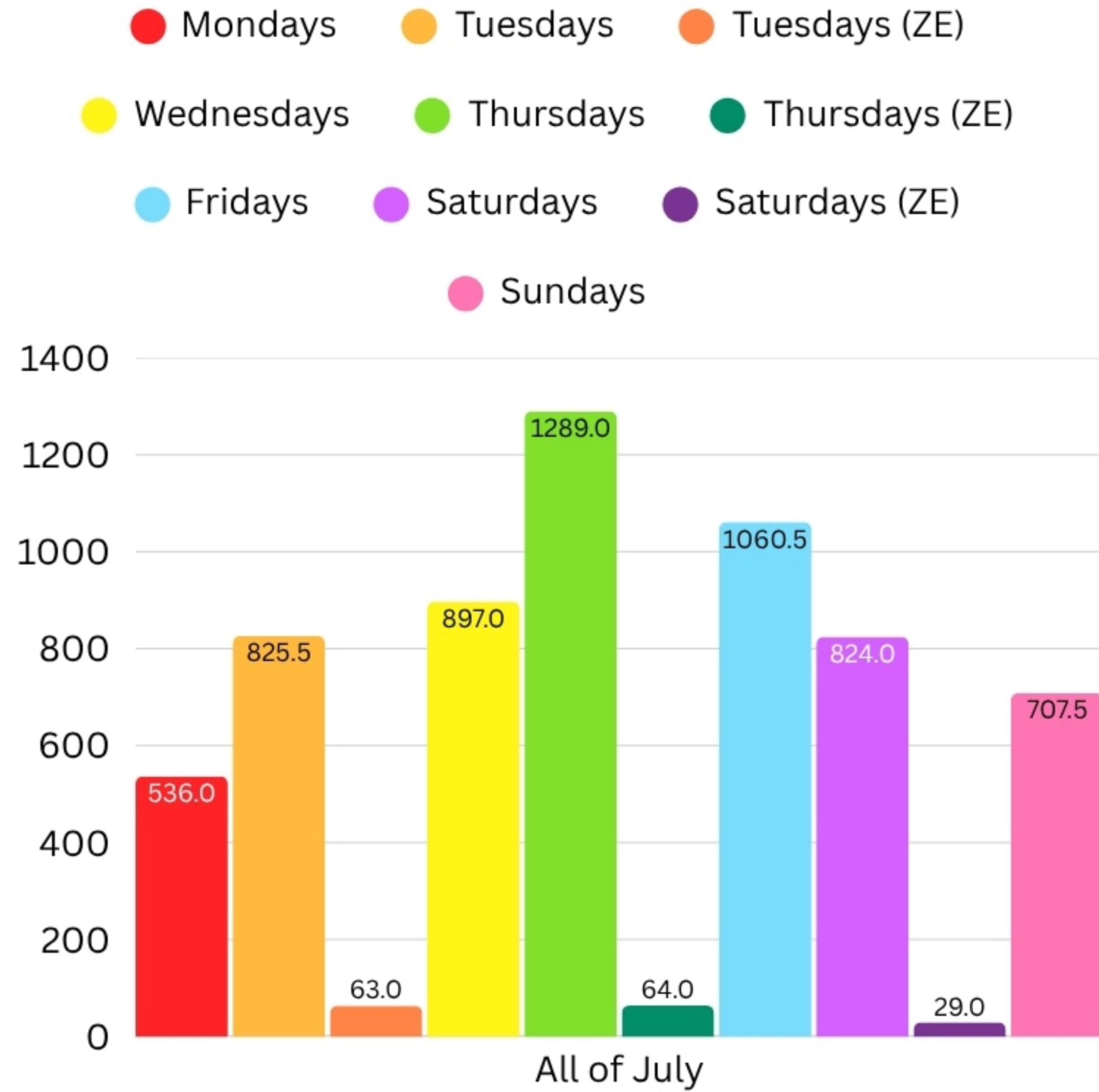
● June 2025 ● June 2026



Door Counter in July 2026

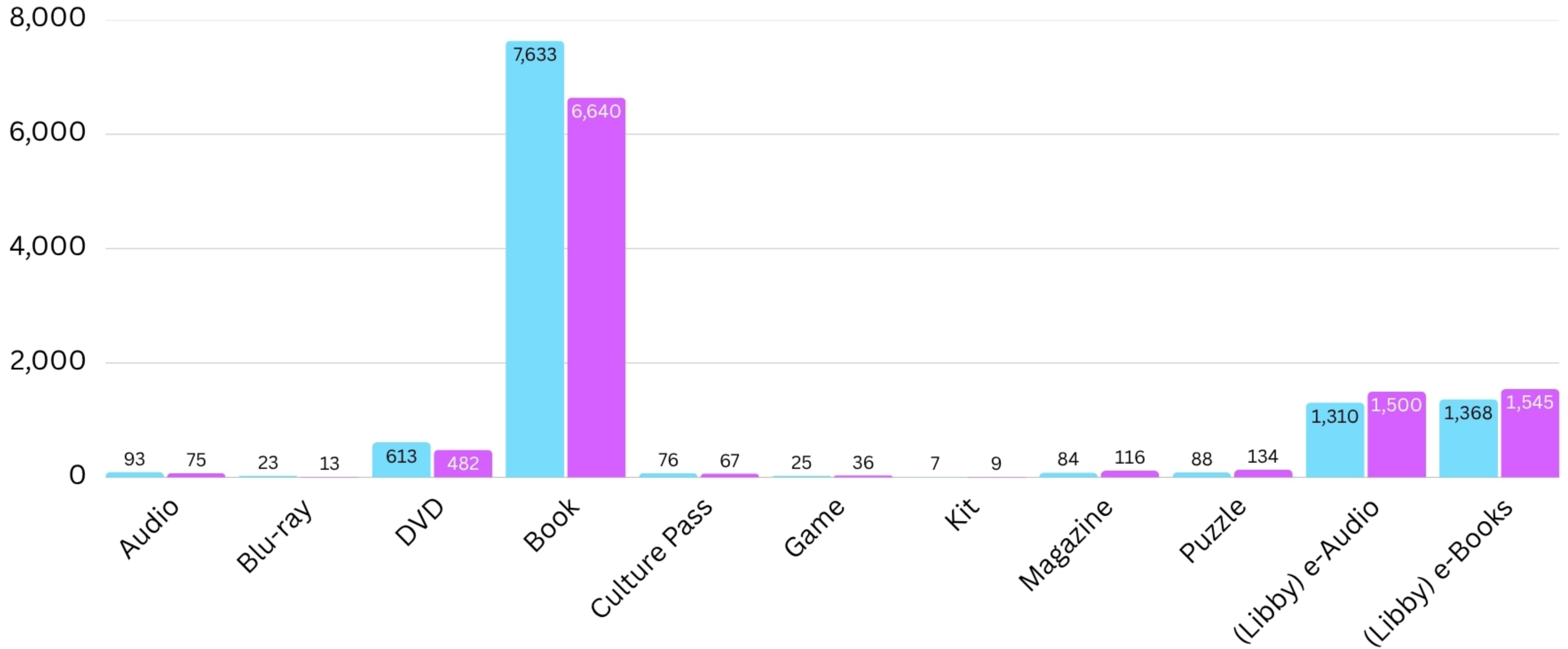
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Total ZE: 156



Circulation Stats - 2 Year Comparison

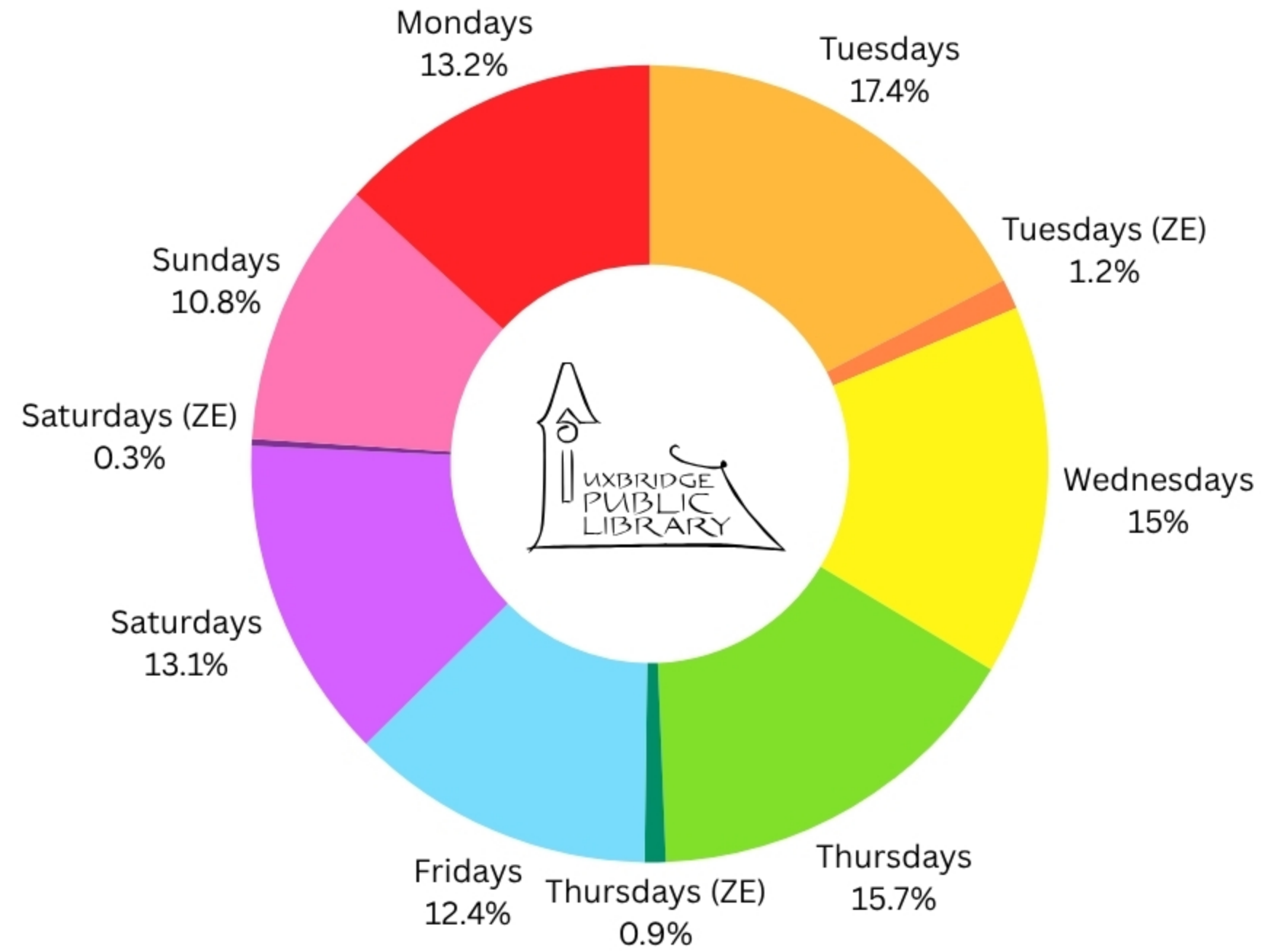
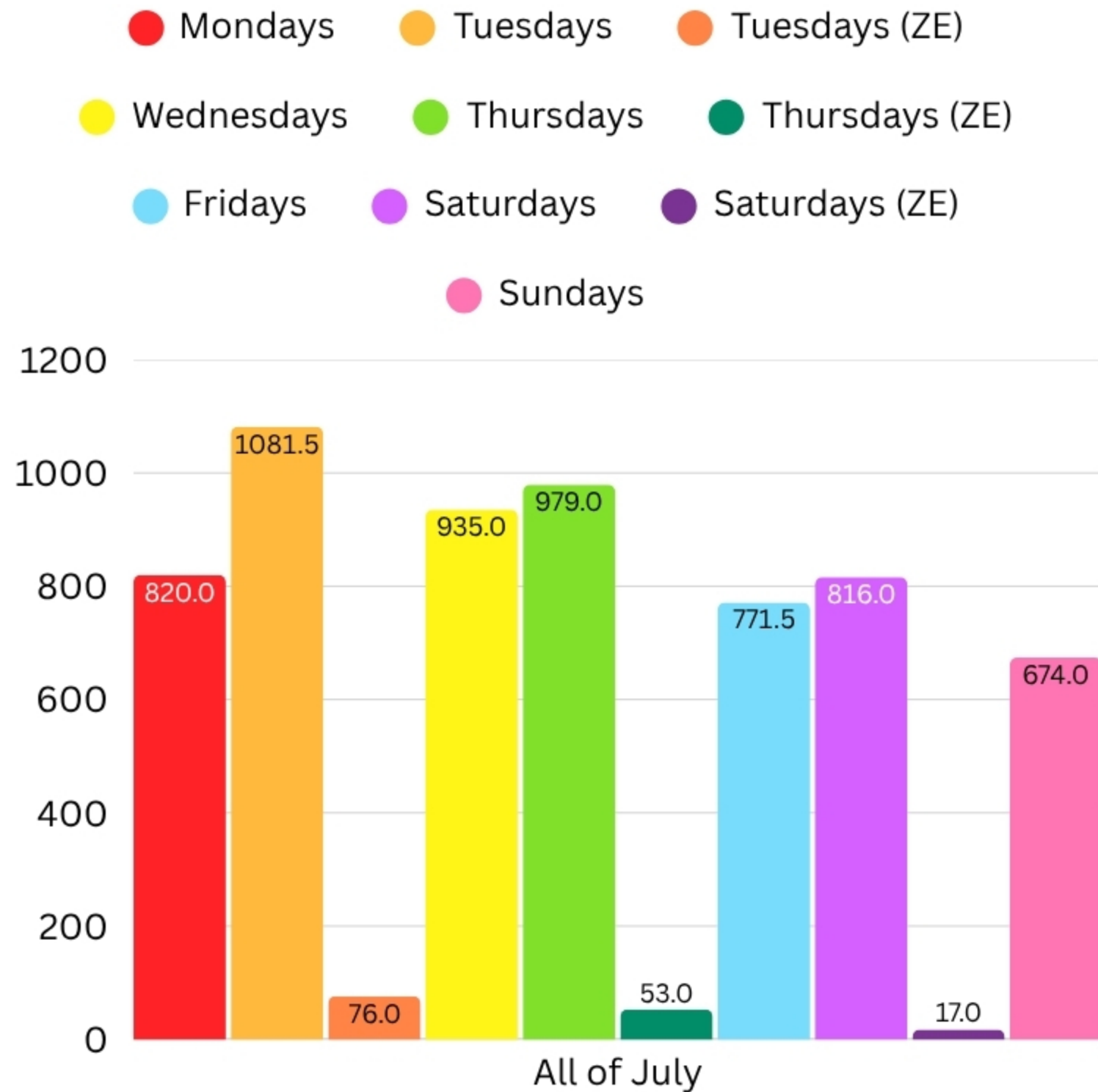
● July 2025 ● July 2026



Door Counter in August 2026

Total UX: 6077

Total ZE: 146



Circulation Stats - 2 Year Comparison

● August 2025 ● August 2026

