



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, June 20, 2019 @ 7:00 pm

Location: Uxbridge Public Library, Tower Meeting Room

1. **Call to order:** D. Clements (Acting Chair)
2. **Disclosure of Pecuniary Interest and the General Nature thereof.**
 - 2.1 Standard disclosures will be noted in the minutes
3. **Approval of Agenda**
4. **Approval of May Minutes**
5. **Committees:**
 - 5.1 **Finance –**
 - 5.1.1 2018 Audited Financial Statements (Donna)
 - 5.1.2 May accounts
 - 5.1.3 Inter-Library loans (Corrinne)
Re: Budget implication and Patron memo
 - 5.2 **Governance and HR Committee**
 - **Policy Updates**
 - Workplace Health and Safety policy updated
 - Now on staff shared drive
 - All staff notified
 - Purchasing policy
 - being updated by the Township
 - 5.3 **Community Committee (D. Clements)**
 - Update on Fundraising plan for memorial.
 - Discussion on plaque and its wording
 - Strategic Plan Survey (Amanda)
5. **New Business**
6. **Ongoing Business / Action items**
 - 6.2 New committees (see chart)
 - 6.3 Facility update (Amanda)



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, June 20, 2019 @ 7:00 pm

Location: Uxbridge Public Library, Tower Meeting Room

7. Correspondence

- Township of McKellar re Ontario Library Services Funding
- FOPL NEWS - Interlibrary Loan Services in Ontario
- Thank you letter North House

8. Round Table

9. Council Connects

10. Future Meetings: Thursdays at 7:00 pm

- (none for July and August),
- Sept. 19, Oct. 17, Nov. 21, Dec. 19.

11. Date of Next Board Meeting: Sept. 19

12. Adjournment



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, May 16, 2019 @ 7:00 pm

Location: Uxbridge Public Library, Tower Meeting Room

Present: Dave Phillips, Gord Shreeve, Dwight Clements, Agnes Croxford, , Corrinne Morrison, Amanda Ferraro, Martin Koolhaas Gary Ruona, Willie Popp, Dave Barton

Regrets: Lynn Klages,

Guests:

1. Call to Order @ 7:00 pm
2. Disclosure of Pecuniary interest and the General Nature thereof.
 - No disclosures

3. Approval of Agenda

With items listed on the Addendum

Moved by Willie, seconded by Dwight; carried

4. Approval of Consent Agenda

Moved by Dave, seconded by Willie; carried

- 5 **Committees:**

5.1 Finance –

- 5.1.1 First quarter summary report. (Donna): No concerns, tracking in line with budget. Savings in staffing will be monitored and re-invested back into the building. Audit is going well and will have a final report ready in June.

Moved by Willie, seconded by Dwight; carried

- 5.1.2 April accounts – no concerns

Moved by Willie, seconded by Gary; carried

- 5.1.3 Report 04/19 Amanda Ferraro, Director of Community Services & Interim Library CEO Building Assessment Feasibility Study Report

1. THAT Report 04/19 be received for information;
2. AND THAT the Library Board direct staff to move forward with Phase one: the Feasibility assessment and accept Tacoma Engineers proposal for \$16,500 plus HST.
3. AND THAT the Library Board direct staff to obtain a quote for Phase two.

Moved by Willie, seconded by Dave; carried

- **Governance and HR Committee** (D. Phillips)

- 5.2.1 **Action item:** Accessibility and Customer Care training. Please print certificate for our files if you have not done so.

- <https://accessforward.ca/customerService/intro>
- Currently completed by all staff
- Volunteers – ongoing
- Dave, Agnes, Gordon, Gary and Dwight completed in April.



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, May 16, 2019 @ 7:00 pm

Location: Uxbridge Public Library, Tower Meeting Room

5.2.2 Uxbridge Public Library 3D Printing Policy

- Updated
- Suggestion to compare prices for filament with Amazon. Martin to follow up with Corrinne

Moved by Martin, seconded by Gary; carried

5.2.3 Summary on Regional Workshop on Governance Best Practices – (Agnes).

- See report.

5.2.4 Still Pending

- Site specific Workplace Health and Safety policy
- Purchasing policy (being updated by the Township)

5.211 Community Committee (D. Clements)

- Update on Fundraising plan for memorial.
 - \$3,000 from 100 men who care
 - \$1,100 from patrons to date
- Discussion on plaque and its wording. Corrinne to update and distribute with possible vote on the June agenda.

6. New Business

6.1 Large Tree in Children's garden:

Unfortunately the recommendation is for it to come down. Reasons:

- It is a Norway Spruce and will grow to 100 feet.
- The roots don't have much room and will start to effect the retaining wall and the foundation of the Library.
- The two trunks at the top will eventually break off
- Branches are on the roof and large needles and cones are dropped onto the roof and eaves trough
- The tree is eliminating any possibility for a functional garden.
- The tree will cause future maintenance problems and become a liability.

Suggestions: To remove tree and replant something smaller (i.e. an ornamental pear tree).

Cost: Tree Removal Norway Spruce against the building: Remove wood, Clean-up brush and debris: \$780.00 plus Stump Removal Grind out stump with clean-up. \$450.00.

Moved by Agnes, seconded by Gord; carried



Township of Uxbridge Public Library Board Meeting Minutes

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6.2 Horticultural Society & Children's Garden (Agnes)

- A design team from the horticultural society has been established. They will bring a design back to the board for comments.
 - Requested that 18 inches of soil be removed and replaced with new soil.
 - Also can the irrigation system be expanded once the tree is removed?

7. Ongoing Business / Action items

7.1 Set up new committees (see chart). This to be approved in June.

7.2 2019 – 2022 Strategic Plan update: To start with the Community Committee for comments

7.3 Facility update (Amanda)

- Heat and Air switched system to cooling mode. Updates ongoing.
- June 6th Library closed for training and maintenance.
- June 6th Maintenance includes painting the railing, some drywall and some electrical.
- Energy grant to Veridian has been submitted. Waiting for approval before we can start.
- Sunglow roller shades have been ordered. Cost: \$5096 plus HST (other quotes received were \$5858 & \$9754 plus HST)

8. Correspondence

- a. Letter to Libraries from Michael Tibollo, Minister of Tourism, Culture and Sport was received. Dave Phillips sent a letter on his own behalf questioning the math.

9. Round Table

- a. Corrinne requested a personal paragraph from a few members for the website

10. Council Connects

- a. Council is monitoring the SOLS & Library discussion.

11. Future Meetings: Thursdays at 7:00 pm

- June 20 –Dave Phillips to assign a new chair for this meeting due to his absence.
- (none for July and August),
- Sept. 19, Oct. 17, Nov. 21, Dec. 19.

12. Date of Next Board Meeting: June 20

13. Adjournment 8:08 pm

Moved by Dwight, seconded by Gary; carried

Financial statements of
The Corporation of the Township
of Uxbridge Library Board

December 31, 2018

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Independent Auditor's Report

To the Board of Directors of the Township of Uxbridge Library Board and
Members of Council of the Corporation of the Township of Uxbridge

Opinion

We have audited the financial statements of The Corporation of the Township of Uxbridge Library Board (the "Library Board"), which comprise the statement of financial position as at December 31, 2018, and the statements of operations, change in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies (collectively referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library Board as at December 31, 2018, and the results of its operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards ("PSAS").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Library Board in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Library Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library Board's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian GAAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Library Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants
Licensed Public Accountants
[DATE]

The Corporation of the Township of Uxbridge Library Board

Statement of financial position

As at December 31, 2018

	Notes	2018	2017
		\$	\$
Assets			
Financial assets			
Cash	2	520	520
Temporary investments	2	101,379	100,981
Accounts receivable		20,334	9,971
Due from Township of Uxbridge		106,657	76,041
		228,890	187,513
Liabilities			
Accounts payable and accrued liabilities		108,359	22,506
Deferred revenues		3,216	6,824
Post-employment benefits liability	4	9,891	16,626
		121,466	45,956
Net financial assets		107,424	141,557
Non-financial assets			
Tangible capital assets	5	378,961	378,572
Prepaid expenses		6,208	3,653
		385,169	382,225
Accumulated surplus	6	492,593	523,782

The accompanying notes to the financial statements are an integral part of this financial statement.

The Corporation of the Township of Uxbridge Library Board

Statement of operations

Year ended December 31, 2018

	Notes	Budget \$	2018 Actual \$	2017 Actual \$
		(Note 7)		
Revenue				
Grants				
Township of Uxbridge - operating		819,385	819,385	792,100
Province of Ontario		29,176	28,240	27,529
Other grants		1,050	23,294	10,362
Income from other funds				
Bascom Trust Fund		90	90	90
Todorow Reserve Fund		1,811	1,811	1,811
Interest		—	652	432
Fines and fees		27,200	34,720	32,934
Donation of tangible capital assets	5	—	7,014	13,742
Donations and fundraising		5,400	6,583	6,491
		884,112	921,789	885,491
Expenses				
Salaries and wages		478,238	456,715	468,126
Benefits		114,643	86,866	102,928
Repairs and maintenance		54,900	73,459	46,414
Utilities		46,086	37,774	36,637
Sundry		39,528	32,086	32,199
Computer maintenance		36,000	42,090	31,647
Township of Uxbridge - repayment to reserve	8	25,046	25,046	24,936
Janitor and expenses		20,071	19,935	21,085
Other supplies		9,600	24,091	14,273
Transfer to the Township of Uxbridge - Capital		—	61,384	—
		824,112	859,446	778,245
Amortization expense		98,000	93,532	94,378
		922,112	952,978	872,623
Annual (deficit) surplus		(38,000)	(31,189)	12,868
Accumulated surplus, beginning of year		602,223	523,782	510,914
Accumulated surplus, end of year		564,223	492,593	523,782

The accompanying notes to the financial statements are an integral part of this financial statement.

The Corporation of the Township of Uxbridge Library Board

Statement of change in net financial assets

Year ended December 31, 2018

	Budget	2018	2017
	\$	Actual	Actual
	(Note 7)	\$	\$
Annual (deficit) surplus	(38,000)	(31,189)	12,868
Acquisition of tangible capital assets	(92,000)	(93,921)	(78,063)
Amortization of tangible capital assets	98,000	93,532	94,378
	(32,000)	(31,578)	29,183
Increase in prepaid expenses	—	(2,555)	(2,597)
Change in net financial assets	(32,000)	(34,133)	26,586
Net financial assets, beginning of year	17,284	141,557	114,971
Net financial assets, end of year	(14,716)	107,424	141,557

The accompanying notes to the financial statements are an integral part of this financial statement.

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The Corporation of the Township of Uxbridge Library Board

Statement of cash flows

Year ended December 31, 2018

	2018	2017
	\$	\$
Operating activities		
Annual (deficit) surplus	(31,189)	12,868
Items not involving cash		
Amortization expense	93,532	94,378
Donation of tangible capital assets	(7,014)	(13,742)
Change in non-cash operating items		
(Increase) decrease in accounts receivable	(10,363)	586
Increase in due from Township of Uxbridge	(30,616)	(19,051)
Increase in temporary investments	(398)	(332)
Increase in prepaid expenses	(2,555)	(2,597)
Increase (decrease) in accounts payable and accrued liabilities	85,853	(9,213)
(Decrease) increase in deferred revenues	(3,608)	2,271
Decrease in post-employment benefits liability	(6,735)	(847)
	86,907	64,321
Capital activity		
Acquisition of tangible capital assets (net of donated tangible capital assets)	(86,907)	(64,321)
Change in cash	—	—
Cash, beginning of year	520	520
Cash, end of year	520	520

The accompanying notes to the financial statements are an integral part of this financial statement.

The Corporation of the Township of Uxbridge Library Board

Notes to the financial statements

December 31, 2018

1. Significant accounting policies

The financial statements of the Corporation of the Township of Uxbridge Library Board (the "Library Board") are the representations of management prepared in accordance with accounting standards established by the Public Sector Accounting Board ("PSAB") of Chartered Professional Accountants of Canada.

Basis of presentation

i) Basis of accounting

Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues in the period in which transactions or events occur that gave rise to the revenues and the amounts are determined to be collectible; expenses are recognized in the period the goods and services are acquired and a liability is incurred or transfers are due.

ii) Temporary investments

Temporary investments are recorded at lower of cost and market value.

iii) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations.

Tangible capital assets

(a) Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Library collection	7 years
Furniture and equipment	10 to 50 years
Computer systems	3 to 20 years

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal.

(b) Contribution/donation of tangible capital assets

Tangible capital assets received as contributions or donations are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue.

iv) Post-employment benefits

The Library Board recognizes post-employment benefits as employees earn entitlements through service.

v) Government transfers

Government transfers are recognized as revenues by the Library Board in the period in which the transfer is authorized and any eligibility criteria are met unless they are restricted through stipulations that require specific actions to be carried out in order to keep the transfer. For such transfers, revenue is recognized as the stipulation has been met.

The Corporation of the Township of Uxbridge Library Board

Notes to the financial statements

December 31, 2018

1. Significant accounting policies (continued)

Basis of presentation (continued)

vi) Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts in the financial statements and accompanying notes. Due to inherent uncertainty in making estimates, actual results could differ from those estimates. Accounts which are subject to estimates include post-employment benefits liability and related expenses and the net book value of tangible capital assets which is based on estimated useful lives of various capital asset categories.

vii) Contributed services

Township of Uxbridge staff contribute many hours per year in back office services such as human resources, payroll and financial services to assist the Library Board in carrying out its activities. In addition, the Township of Uxbridge provides the Library Board with space to provide its services. Because of the difficulty of determining their fair value, these contributed services are not recognized in the financial statements.

2. Cash and temporary investments

This represents a consolidation of cash and temporary investments from the operating fund and the reserve fund. The composition is as follows:

	Cash	Temporary investments	2018 Total	2017 Total
	\$	\$	\$	\$
Operating Fund	384	56,096	56,480	56,082
Reserve Fund (Note 6)	136	45,283	45,419	45,419
	520	101,379	101,899	101,501

The Reserve Fund cash and temporary investments are held by the Township on behalf of the Library Board. The operating fund temporary investments include a guaranteed investment certificate resulting from a donation from the estate of a patron of the Library.

3. Pension agreement

The Library Board makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), a multi-employer plan, which as of December 31, 2018, was on behalf of 7 members of its staff. The multi-employer plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

Contributions were made to OMERS in the amount of \$28,216 (2017 - \$36,136).

4. Post-employment benefits liability

The Library Board makes available to qualifying employees who retire before the age of 65, the opportunity to continue their coverage for such benefits as extended health and drugs and dental care. Coverage ceases at age 65. The last actuarial valuation was conducted as of December 31, 2017.

The Corporation of the Township of Uxbridge Library Board

Notes to the financial statements

December 31, 2018

4. Post-employment benefits liability (continued)

The following assumptions were used in calculating the post-employment benefit liability:

a) *General inflation*

A rate of 2.25% per year is used.

b) *Interest (discount) rate*

A rate of 3.25% (2017 – 3.75%) is used to determine liabilities at the beginning of the fiscal period and for extrapolations during the period. A rate of 3.8% (2017 – 3.25%) is used to determine liabilities at the end of the fiscal period.

c) *Health and dental rate*

Drug costs are presumed to increase 8% after the first year, this rate reducing linearly to 5% after 6 years. Other health and dental costs are presumed to increase 4% per year.

d) *Mortality table*

Canadian Institute of Actuaries 2014 Composite Mortality Table.

Information about the Library Board's post-employment benefit plan is as follows:

	2018	2017
	\$	\$
Accrued benefit liability, at January 1	16,626	17,473
Decrease during the current year	(6,735)	(847)
Accrued benefit liability, at December 31	9,891	16,626

The Corporation of the Township of Uxbridge Library Board
Notes to the financial statements
December 31, 2018

5. Tangible capital assets

	Collections	Furniture and equipment	Computer systems	2018 Total	2017 Total
	\$	\$	\$	\$	\$
Cost					
Balance, beginning of year	566,057	207,742	7,880	781,679	797,334
Additions	73,745	—	20,176	93,921	78,063
Disposals	(73,102)	—	—	(73,102)	(93,718)
Balance, end of year	566,700	207,742	28,056	802,498	781,679
Accumulate amortization					
Balance, beginning of year	285,570	111,036	6,501	403,107	402,447
Amortization expense	80,911	11,217	1,404	93,532	94,378
Disposals	(73,102)	—	—	(73,102)	(93,718)
Balance, end of year	293,379	122,253	7,905	423,537	403,107
Net book value, end of year	273,321	85,489	20,151	378,961	378,572

During the year \$7,014 (2017 - \$13,742) worth of books were donated to the Library Board for circulation.

6. Accumulated surplus

Accumulated surplus consists of the following:

	Balance January 1, 2018	Change during the year	Balance December 31, 2018
	\$	\$	\$
Invested in tangible capital assets	378,572	389	378,961
Operating Reserve Fund	99,791	(31,578)	68,213
	45,419	—	45,419
	523,782	(31,189)	492,593

7. Budget figures

The approved budget for 2018 was not prepared on a basis consistent with that used to report actual results. The budget was prepared on a modified accrual basis while Canadian public sector accounting standards require a full accrual basis of accounting.

Budget figures have been reclassified for purposes of these financial statements to comply with PSAS reporting requirements.

The Corporation of the Township of Uxbridge Library Board

Notes to the financial statements

December 31, 2018

8. Commitments

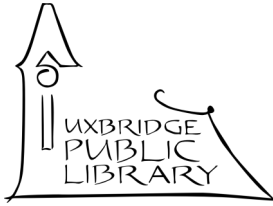
The Library Board is committed to make future payments to the Township of Uxbridge in respect of renovations to the Uxbridge Library which were completed in 2013 and 2014. Future payments in the amount of \$25,046 will be made during 2019 and \$18,069 for the years 2020 through to 2024. These future commitments are non-interest bearing.

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Date	Vendor ID	Vendor Name	Invoice Number	Invoice Description	Amount \$
5/2/2019	CAT001	CATHY REESOR	MILEAGE-MARCH 25/19	MILEAGE-MARCH 25	\$68.44
5/2/2019	COR002	CORPORATE EXPRESS CANADA INC.	C264718-00611244-M-L	OFFICE SUPPLIES	\$462.90
5/2/2019	DEL002	DE LAGE LANDEN	001-0210339-000	BALANCE-CONTRACT#001-0210339	\$1,067.85
5/2/2019	DES001	DESJARDINS CARD SERVICES	541703-1338V	OFFICE SUPPLIES	\$166.10
5/2/2019	DES001	DESJARDINS CARD SERVICES	5417069437	OFFICE SUPPLIES	\$57.71
5/2/2019	ENB001	ENBRIDGE	113542251003/APR2019	ACTUAL-MAR 19 TO APR 16	\$583.71
5/2/2019	HEA002	HEAT-AIR MECHANICAL LTD.	27197	MAINTENANCE-APRIL	\$2,358.02
5/2/2019	LIB001	LIBRARY SERVICES CENTRE	565625	BOOKS	\$467.37
5/2/2019	LIB001	LIBRARY SERVICES CENTRE	565170	BOOKS	\$460.60
5/2/2019	MAU001	MAUREEN O'SHEA BROWN	EXPENSES-APR/19	EXPENSES-APRIL	\$71.27
5/2/2019	PEG001	PEGGY KENNEDY	EXPENSES-APRIL/19	EXPENSES	\$316.79
5/2/2019	ROA003	ROANE S PAINT & WALLPAPER	195192	PAINT	\$79.08
5/2/2019	YOR010	YORKHAM PAINTING AND DECORATING	0696	PAINTING	\$734.50
5/3/2019	LIB001	LIBRARY SERVICES CENTRE	78620	PROCESSING FEE-SECOND INSTALL	\$21.04
5/8/2019	DUR013	DURHAM REGION -UTILITY FINANCE	04800070015/MAY2019	WATER AND SEWER-MAR 2-MAY 2	\$344.65
5/8/2019	FOC001	FOCUS IT SOLUTIONS	2019-014	NEW HORIZONS PROJECT	\$418.00
5/8/2019	FOC001	FOCUS IT SOLUTIONS	2019-015	NEW HORIZONS PROJECT	\$100.00
5/8/2019	GDL002	GDL SOLUTIONS INC.	16-785	SERVICES-MAY	\$2,203.50
5/8/2019	INS001	INSIGNIA SOFTWARE	2037	SOFTWARE-MAY/19 TO APR/20	\$3,051.00
5/8/2019	JAC004	JACK THE BOOKMAN LTD.	122820	BOOKS	\$188.78
5/8/2019	LIB001	LIBRARY SERVICES CENTRE	566537	BOOKS	\$282.23
5/8/2019	LIB001	LIBRARY SERVICES CENTRE	566177	BOOKS	\$847.38
5/8/2019	LIB001	LIBRARY SERVICES CENTRE	567109	BOOKS	\$986.40
5/8/2019	LIB001	LIBRARY SERVICES CENTRE	78620	PROCESSING FEE-SECOND INSTALL	\$3,206.24

5/8/2019	NAT004	CWB NATIONAL LEASING	18203124	MONTHLY LEASE-#2680458	\$136.73
5/8/2019	PUR001	PUROLATOR COURIER LTD.	441203922	COURIER SERVICE	\$4.53
5/8/2019	RON001	RONA INC.	33220-11750581	PARTS	\$52.70
5/8/2019	THE005	THE COMPUTER MEDIA GROUP	1447836-IN	SUPPLIES	\$189.79
5/8/2019	TOD001	TODD BOWEN ENTERPRISES INC.	504196	EMERGENCY LIGHTING	\$1,002.99
5/8/2019	TOD001	TODD BOWEN ENTERPRISES INC.	504197	MAINTENANCE	\$647.04
5/8/2019	VER001	ELEXICON ENERGY	51001548-02/MAY2019	HYDRO-MAR 8 TO APR 8	\$1,436.32
5/10/2019	MIN002	MINISTER OF FINANCE*****	EHT-APRIL-LIBRARY	EHT-APRIL-LIBRARY	\$559.10
5/15/2019	CIB003	CIBC VISA	EXP.-MAR 25-APR 24	EXPENSES-MAR 25 TO APR 24/19	\$573.36
5/16/2019	CAN005	CANADIAN WILDLIFE FEDERATION	RENEWAL-#11784337/19	MAGAZINE RENEWAL-#11784337	\$39.00
5/16/2019	CAT001	CATHY REESOR	EXP.-JAN TO MAY/19	EXPENSES-JAN TO MAY	\$61.87
5/16/2019	COM003	COMPTON COMMUNICATIONS	014302/APR2019	INTERNET-MAY	\$271.18
5/16/2019	COR001	CORRINNE MORRISON	MILEAGE-MAR 11	MILEAGE-MAR 11	\$41.76
5/16/2019	LIB001	LIBRARY SERVICES CENTRE	567571	BOOKS	\$685.00
5/21/2019	LIB001	LIBRARY SERVICES CENTRE	568035	BOOKS	\$13.93
5/22/2019	JIM008	JIM NELSON	534679	CARETAKING-MAY	\$1,988.80
5/23/2019	BEL001	BELL CANADA	9054732375/MAY2019	TELEPHONE-MAY	\$108.77
5/23/2019	BEL001	BELL CANADA	9058529747/MAY2019	TELEPHONE-MAY	\$335.24
5/23/2019	COM003	COMPTON COMMUNICATIONS	014302/MAY2019	INTERNET-JUNE	\$276.60
5/23/2019	EXE002	EXECUTIVE COPIER SYSTEMS INC.	62770	FINAL BILLING	\$37.26
5/23/2019	HYD005	HYDRO ONE NETWORKS INC.	200072033278/MAY2019	HYDRO-APR 4 TO MAY 4	\$280.25
5/23/2019	LIB001	LIBRARY SERVICES CENTRE	568035	BOOKS	\$772.23
5/23/2019	NEO001	NEOPOST CANADA LTD.	CUST#070242-MAY/19	POSTAGE-DPCO A/C #260150	\$621.50
5/23/2019	ROA003	ROANE S PAINT & WALLPAPER	194842	SUPPLIES	\$65.53
5/23/2019	UXB065	UXBRIDGE ON-LINE INC.	UOL-NG2441	MEMBERSHIP-FEB 2019-JAN 2020	\$141.25

5/30/2019 ENB001	ENBRIDGE	113542251003/MAY2019	ESTIMATE-APR 17 TO MAY 16	\$322.62
5/30/2019 LAW001	LAWNSCAPE	34989-LIB	GRASS CUTTING-MAY 14-LIB	\$28.25
5/30/2019 STE019	STEVE KING PROPERTY SERVICES	2015002-LIB	GRASS CUTTING-MAY 13-LIB	\$22.60
5/30/2019 STE019	STEVE KING PROPERTY SERVICES	2015027-LIB	GRASS CUTTING-MAY 20-LIB	\$22.60
5/30/2019 VER001	ELEXICON ENERGY	51001548-02/MAY2019.	HYDRO-APR 8 TO MAY 8	\$1,258.63
				<u>\$30,540.99</u>



Uxbridge Public Library

Interlibrary Loans Update

Information from the Federation of Ontario Public Libraries (FOPL)

For the complete report, please visit their website, www.fopl.ca

Although interlibrary loan services are resuming, SOLS is shifting to a different model that relies upon the Canada Post library materials postage rate, with a partial provincial subsidy.

It is accurate to characterize the resumption of interlibrary loan as a partial restoration. Here are the facts:

By moving to the Canada Post library materials rate model:

- Each library will have to manage the interlibrary loan workload with the same staff, they will now need to package each loan separately and pick-up/deliver the loans to the local post office.
- Each library will incur the costs of packaging, stamps, etc.. The **partial** subsidy will be received in the next budget year.
- As interlibrary loan is required by legislation to be at no charge to patrons, there is no opportunity to offset these additional costs without using additional funds (such as from collections).

In 2017, the 441,683 interlibrary loans in Ontario would have cost \$940,484 at the 2017 postage rates.

- With special contracts, SOLS was able to do this cost effectively.
- The proposed new subsidy is capped at \$340,000 in southern Ontario and \$21,000 in Northern Ontario.
- Thus, the partial provincial subsidy for the postage rate would amount to approximately 40% of the full cost of fulfilling these interlibrary loans.

Municipal budgets are already set and approved. As this change came mid-fiscal year, it must be accommodated with the current limited budgets and staff.

What this means at our library...

- Interlibrary loans will resume starting July 2, 2019.
- Items will likely take longer to arrive.
- Print books will be the only items that we will borrow or loan.
(the risk of damage to DVDs and audiobooks is too great)
- Renewals for ILLO items will not be given.
- ILLO items will now be subject to an overdue fine if returned late. The fine will be at the rate of "Bestsellers", \$1.00 per day.
- We will no longer request "Book Club Sets" for Internal or External Book Clubs.

Many thanks to all our patrons for your patience while we navigate these changes!

Proposed Memorial Plaque (updated May 18th, 2019)

Turning the page...

An expression of progress and a reflection of the importance of books and reading in society.

This sculpture was commissioned to reinforce the role of libraries in our communities and in remembrance of Alexandra Hartmann, Uxbridge Public Library CEO from 2003 to 2018.

Made possible through the support from 100 Men Who Care and friends of Alexandra.

Wynn Walters, sculptor, July 2019

MEMORANDUM

To: Library Board
From: Debbie Leroux, Deputy CAO/Director of Legislative Services/Clerk
Date: May 17, 2019
Subject: Ontario Library Services Funding

The following is for your information and/or action:

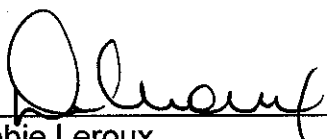
199 Township of McKellar re Ontario Library Services Funding

MOVED by Councillor Popp, SECONDED by Councillor Ruona
THAT Correspondence Item No. 199 be received for information;

AND THAT Ontario Library Services Funding be referred to the Library Board to report back on a recommendation on what to request.

CARRIED

A copy of Correspondence Item No. 199 has been attached for your reference.



Debbie Leroux
Deputy CAO, Deputy CAO/Director of Legislative Services/Clerk

TOWNSHIP OF MCKELLAR

DATE: May 6, 2019

RESOLUTION No. 19- 263

Moved by [Signature]

Seconded by [Signature]

WHEREAS the Ontario government has reduced by 50% the funding to Southern Ontario Library Service and Ontario Library Service North, resulting in the suspension of interlibrary loan service and postage subsidy, with further service cuts yet to be announced;

AND WHEREAS the users of small northern libraries such as the McKellar Public Library will be significantly negatively impacted by the loss of equitable access to materials and information;

AND WHEREAS the resulting increased costs of postage will not have been considered in the budget preparation for the current fiscal year and will require lending libraries to carefully consider whether to fill an interlibrary loan request;

NOW THEREFORE be it resolved that the Council of the Corporation of the Township of McKellar strongly urges the Ontario government to restore the funding to Ontario Library Service North and Southern Ontario Library Service *at a minimum* to the previous 2018 funding level;

AND FURTHER that this resolution be forwarded to the Michael Tibollo, Minister of Culture, Recreation and Sport; Norm Miller, MPP; Doug Ford, Premier; Association of Municipalities of Ontario and all Ontario municipalities.

Carried Defeated

[Signature]
Peter Hopkins, Mayor

DIVISION VOTE

	YEA	NAY
Councillor Marco Ancinelli	___	___
Councillor Don Carmichael	___	___
Councillor Morley Haskim	___	___
Councillor Mike Kekkonen	___	___
Mayor Peter Hopkins	___	___

COUNCIL 199.

Changes to Interlibrary Loan Services in Ontario: Details and Frontline Impact for Public Libraries and Patrons

by fopladmin | Jun 5, 2019 | FOPL News | 1 comment

Changes to Interlibrary Loan Services in Ontario

Details and Frontline Impact for Public Libraries and Patrons

As many of you are now aware, SOLS and OLS-North recently announced a resumption of interlibrary loan services in Ontario following extensive discussion with the Ministry of Tourism, Culture and Sport.

As outlined in an earlier update, this year's Ontario budget maintains provincial operating funding for public libraries at existing levels. The Federation of Ontario Public Libraries appreciates the Ontario government's commitment to maintaining this investment in local public libraries and its recognition of the essential role they play in communities across the province. Our collective efforts to engage with local MPPs and educate them about the enormous contributions public libraries deliver to the people of our communities was invaluable in demonstrating the need to protect what matters most amidst the government's fiscal mandate.

However, the Ontario budget also included reductions to SOLS and OLS-North's 2019/2020 budget allocations. FOPL, alongside the Ontario Library Association, worked tirelessly behind the scenes to ensure that Minister Tibollo, his office and our counterparts at the Ministry were aware of the frontline impacts that these reductions would have across Ontario, particularly outside major urban centres.

The voice in support of libraries was heard across the province. We are encouraged that the province re-engaged with SOLS and OLS-N to ensure that critical, frontline library services would continue.

However, the funding reductions to Ontario's library services agencies have not changed, and with the reduced SOLS and OLS-N budgets we can expect that public libraries will have less access to important, cost-effective, centralized library services they depend on. We will continue to keep you informed as SOLS and OLS-North adjust their operations.

Although interlibrary loan services are resuming, SOLS is shifting to a different model that relies upon the Canada Post library materials postage rate, with a partial provincial subsidy that is roughly equivalent to the approach used by OLS-North to serve northern libraries. In addition to this subsidy, SOLS and OLS-North will also maintain the software service.

This change puts Ontario out of step with other Canadian provinces, most of which fully subsidize interlibrary loan in recognition of the important role it plays in ensuring equity of access and cost-effectiveness for public libraries in small, rural, remote and Indigenous communities.

It is accurate to characterize the resumption of interlibrary loan as a partial restoration. Here are the facts:

- By moving to the Canada Post library materials rate model, public libraries now:
 - Will have to manage the interlibrary loan workload with the same staff, since they now must weigh, measure, and package each loan separately, use two different unconnected systems, and in some circumstances, deliver the loan to the local post office.
 - Incur the costs of packaging, stamps, etc. in anticipation of receiving a partial subsidy at the end of the year.
 - As interlibrary loan is required by legislation to be at no charge to patrons, there is no opportunity to offset these additional costs without using additional funds (such as from collections).
- In 2017, the 441,683 interlibrary loans in Ontario would have cost \$940,484 at the 2017 postage rates.
 - With special contracts, SOLS was able to do this cost effectively.
 - The proposed new subsidy is capped at \$340,000 in southern Ontario and \$21,000 in Northern Ontario.

 Search

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- Thus, the partial provincial subsidy for the postage rate would amount to approximately 40% of the full cost of fulfilling these interlibrary loans.
- Municipal budgets are already set and approved. As this change came mid-fiscal year, it must be accommodated with the current limited budgets and staff.

We anticipate that most public libraries will need to carefully manage inter-library loan requests, which will have an impact on the number that can be fulfilled, both for individual patrons and the library as a whole. People will no longer be able to rely on the robust interlibrary loan services they have enjoyed for decades.

FOPL is committed to continuing its active dialogue with the Minister and Ministry of Tourism, Culture and Sport to encourage the government to consider investments that will ensure that Ontario's small town, county, indigenous, francophone, northern, rural and remote library users have the equitable access they need.

On a personal note, it has been helpful to receive the first-hand experiences that many of you have shared about the impact of interlibrary loan in your communities. We've heard from students, book clubs, entrepreneurs, business owners, researchers, and residents everywhere in Ontario. Perhaps none have so effectively demonstrated how this foundational service has the power to change lives as this experience shared by Sheri Mishibinijima at Wikwemikong First Nation Public Library, which I'm proud to share:

"I had the pleasure of assisting a concerned parent of a Grade 2 student. The student was not reading at the grade level. This parent comes to the library for assistance, and the library did not have the leveled reading books on shelf. We suggested Interlibrary Loan and the parent says "what is that?" We explained that this is a free service where the library borrows from another lending library at no cost to the First Nation library nor parent. In the end, the student received an abundance of books to assist with the jump start to their reading level. In the end, this one student received 15 books from 15 libraries north and south that assisted her in reading! If this service is not available, and recognizing the book budget that the First Nations do not have, this is going to be a sad case for children who will not be able to meet the expectation of reading level at any grade."

1 Comment



Mary Catherine Macaluso on June 6, 2019 at 10:44 am

Our libraries are already on tight budgets. Interlibrary loans will now come with a cost to the lending library and the returning library. Not only will there be a financial cost but it will require staff time. We are being put in the position of how to handle this without effecting our programs.

There has to be a better solution.

Reply

Submit a Comment

Your email address will not be published. Required fields are marked *

Comment

Name *

Email *

December 2017

November 2017

October 2017

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August 2017

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November 2013



May 9, 2019

Uxbridge Public Library
9 Toronto Street South, P.O. Box 279
Uxbridge, ON
L9P 1P7
Attn.: Corrinne Morrison, Program & Outreach Coordinator

Dear Corrinne,

I wanted to personally thank you and your library Board for your generous donation of space for our Tax Clinics in March and April. You will be happy to know that we were able to complete 32 tax returns through your location, which resulted in the following client benefits:

- HST Rebates: \$13,206
- Trillium Benefits: \$23,959
- Guaranteed Income Supplement Benefits: \$17,049
- Refunds: \$11,084

That is \$65,298 in benefits back into the Uxbridge community! We couldn't have done it without you and we can't thank you enough for the use of the space. We enjoyed being there and I hope we can collaborate again in 2020.

Thank you once again for supporting our efforts to assist those who are the most vulnerable in our community.

Best regards,

Mona Emond, CAE, CMS
Executive Director