



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, June 23, 2022 @ 7:00 PM

Location: Zephyr Hall, 310 Zephyr Rd. Zephyr

Public Access: Interested parties please pre-register for this meeting by email aferraro@uxbridge.ca

1. Call to order

- First Nations Land Acknowledgement

2. Disclosure of Pecuniary Interest and the General Nature thereof.

3. Approval of Agenda

4. Approval of April Minutes

- Note: May meeting was cancelled due to the Township of Uxbridge being in a state of Emergency.

5. Committees:

5.1 Finance – Amanda

- April accounts
- May accounts
- Uxbridge Library Financial Statements 2021
- Report: TR-10/22, FROM: Donna Condon, Treasurer
 - Re: Procurement: Update and Modernization of Procurement Bylaw, Policies, Procedures and Templates.

5.2 Governance and HR Committee

- Revised Covid 19 Safety Plan (see attached)
- Smoking/Vaping on Township property
- Incident on June 1
- Grants update
 - Inclusive Community Grant – Submitted / Pending
- Report LB 06-22

5.3 Community Committee

- Report LB 05-22
- Drag Queen Event recap

6. New Business



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, June 23, 2022 @ 7:00 PM

Location: Zephyr Hall, 310 Zephyr Rd. Zephyr

Public Access: Interested parties please pre-register for this meeting by email aferraro@uxbridge.ca

7. Ongoing Business / Action items

- Facility update
- The Clock Tower Restoration project is being submitted for a CAHP (Canadian Association of Heritage Professionals) award in the category of Conservation: Small & Lovely.
 - Link to the 2021 awards if you are curious. [2021 Awards - CAHP \(cahp-acecp.ca\)](https://cahp-acecp.ca)

8. Correspondence

9. Round Table

10. Council Connects

11. In Camera - to discuss matter related to personal matters about an identifiable individual, including Municipal and Local Board employee.

12. Date of Next Board Meeting: September 22nd at 7 pm unless an emergency meeting is called by CEO or Library Board Chair.

13. Adjournment



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, April 28, 2022 @ 7:00 PM

Location: Teams Virtual meeting

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

Regrets: Donna Condon, Gary Ruona, Dave Barton,

1. Dave Phillips called the meeting to Order at 7:03 pm.

- First Nations Land Acknowledgement
- Note: This is a virtual meeting and public access was provided by asking for pre-register registration to this meeting by email aferraro@uxbridge.ca.
 - No requests were made.

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

✓ *No disclosures*

3. Approval of Agenda

✓ *Moved by Dwight, seconded by Willie; carried*

4. Approval of March Minutes

✓ *Moved by Agnes, seconded by Gord; carried*

5. Committees:

5.1 Finance – Amanda

- March accounts

✓ *Moved by Martin, seconded by Dwight; carried*

5.2 Governance and HR Committee

- COVID updates – Corrinne
 - Getting back to normal: 250 people for Seedy Saturday event on April 9th, Reading Buddies full, Camps full. Note that pre-schoolers slow return.
- Grants update
 - Inclusive Community Grant – Submitted / Pending
- Notes from the Ontario Library Services Meeting for the population of 20,000 to 39,000. (14 in attendance) – Dave P
 - Updates for librarygovernance.ca
 - New section for board transition and the role of the board chair



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, April 28, 2022 @ 7:00 PM

Location: Teams Virtual meeting

- There are toolkits available for the Provincial election on advocating for libraries
- Information on the relationship between local council and library boards
- Especially in smaller libraries, no longer having fines has had a positive effect
- Selection of board members consider first of all the skill sets (lawyer, construction, etc.) then background and geography.
- Friday, April 29th, 12:00-1:00 PM webinar on Board Transition

5.3 Community Committee

- Gerri Lynn O'Connor Children's Library ceremony postponed.

6. New Business

- N/A

7. Ongoing Business / Action items

- Facility update
 - RFQ – to be created for outside painting
 - Masonry Tender in progress (3 phases)

8. Correspondence

- Brock Township; Re: Support Public Libraries - Equitable Access to Digital Content
- Drag Queens Storytime – attached news release April 15th.

9. Round Table

- Agnes comment on how well organized the Seedy Saturday was and how well attended it was.
- Horticultural re-named to Garden club. 1st meeting May 11th

10. Council Connects

- Willie shared a new Leading Pedestrians Interval Light is coming on Brock and Main and a camera to monitor safety.



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, April 28, 2022 @ 7:00 PM
Location: Teams Virtual meeting

- Election coming up. Nomination open on May 2nd.

11. Date of Next Board Meeting: Thursday May 26 @ 7 pm

12. Adjournment 7:36 pm

- ✓ Moved by Agnes, seconded by Martin; carried

Date	Vendor Cheque Name	Invoice Number	Invoice Date	Invoice Description	Amount \$
2022-04-05	BLUE HERON BOOKS	344013	2022-04-05	BOOKS	2.73
2022-04-11	BLUE HERON BOOKS	344013	2022-04-05	BOOKS	265.57
2022-04-11	BLUE HERON BOOKS	347800	2022-04-05	BOOK	11.59
2022-04-11	ENBRIDGE	113542251003/MAR2022	2022-03-25	ESTIMATE-FEB 16-MAR 17	977.37
2022-04-11	HEAT-AIR MECHANICAL LTD.	35614	2022-03-21	SERVICE	919.39
2022-04-11	INSIGNIA SOFTWARE	2909	2022-04-06	ANNUAL SOFTWARE ASS.FEE	3,051.00
2022-04-11	LAKERIDGE HEALTH	B9357-LIBRARYQ42022	2022-04-06	CARDIAC SAFE PROG-JAN TO MAR22	282.50
2022-04-11	LIBRARY SERVICES CENTRE	621560	2022-04-05	DVD	30.37
2022-04-11	LIBRARY SERVICES CENTRE	620784	2022-04-05	BOOKS	272.91
2022-04-11	LIBRARY SERVICES CENTRE	620780	2022-04-05	BOOKS	763.43
2022-04-11	LIBRARY SERVICES CENTRE	621559	2022-04-05	BOOKS	560.75
2022-04-11	MEEK ELECTRIC	8442	2022-03-25	SERVICE	156.89
2022-04-11	MINISTER OF FINANCE	FEBRUARY LIB EHT/22	2022-04-08	LIBRARY EHT-FEBRUARY	558.88
2022-04-11	DE LAGE LANDEN	8413372	2022-03-25	COPIER-4/15/22-5/14/22	173.44
2022-04-11	ROGERS	234-577581309/MAR22	2022-04-06	INTERNET-MAR 22 TO APR 21	135.59
2022-04-11	UXBRIDGE ON-LINE INC.	UOL-NG2776	2022-03-21	MEMBERSHIP-FEB 2022-JAN 2023	169.50
2022-04-11	ELEXICON ENERGY	51001548-02/MAR28/22	2022-04-01	HYDRO-FEB 6 TO MAR 8	1,052.34
2022-04-11	BLUE HERON BOOKS	346750	2022-04-05	BOOK	25.16
2022-04-11	CWB NATIONAL LEASING	18498360	2022-04-05	PHONE EQUIPMENT LEASE-MAY	353.92
2022-04-11	FIBERNETICS CORPORATION	548997	2022-04-01	TELEPHONE-APRIL 1 TO MAY 1	135.54
2022-04-11	FIRSTBROOK, CASSIE & ANDERSON	420096	2022-03-21	FEES-JAN 20 TO MAR 20	46.97
2022-04-11	HEAT-AIR MECHANICAL LTD.	35699	2022-04-06	SERVICE	1,491.60
2022-04-11	LIBRARY SERVICES CENTRE	83522	2022-03-25	FIRST INSTALLMENT-2022	2,398.43
2022-04-11	LIBRARY SERVICES CENTRE	621223	2022-04-05	CD	25.87
2022-04-11	LIBRARY SERVICES CENTRE	620782	2022-04-05	BOOKS	137.73
2022-04-11	LIBRARY SERVICES CENTRE	621222	2022-04-05	BOOKS	640.37
2022-04-11	MINISTER OF FINANCE	JANUARY LIB.EHT/22	2022-04-08	EHT-LIBRARY - JANUARY	581.93
2022-04-11	MINISTER OF FINANCE	MARCH LIBRARY EHT/22	2022-04-08	MARCH LIBRARY EHT	934.61
2022-04-11	WORKPLACE SAFETY & INSURANCE	WSIB-LIB PP01/22	2022-01-26	WSIB-LIBRARY PP01	45.13
2022-04-11	XEROX CANADA LTD.	85555217	2022-03-21	COPIES-MARCH	69.35
2022-04-12	CIBC VISA	FEB 25 TO MAR 24/22	2022-04-11	EXPENSES-FEB 25 TO MAR 24	1,814.66

2022-04-20 XEROX CANADA LTD.	85565895	2022-04-19 COPIES-APRIL	75.40
2022-04-20 BELL CANADA	9054732375/APR2022	2022-04-19 TELEPHONE-APRIL	115.76
2022-04-20 PEGGY KENNEDY	PETTY CASH-APR2022	2022-04-19 PETTY CASH-SUPPLIES	255.42
2022-04-20 BRUCE CLARK & SON PLUMBING &	13307	2022-04-19 ANNUAL BACKFLOW TESTING	220.35
2022-04-20 FOREST RIDGE LANDSCAPING INC.	15336-LIBRARY	2022-04-13 SNOW REMOVAL-APR-LIBRARY	2,949.30
2022-04-20 NETAGEN COMMUNICATIONS AND	16-1167-LIBRARY	2022-04-13 SERVICES-APRIL-LIBRARY	2,041.91
2022-04-20 HYDRO ONE NETWORKS INC.	200072033278/APR2022	2022-04-19 HYDRO-MAR 8 TO APR 6	409.16
2022-04-20 MINISTER OF FINANCE	2021 ANNUAL RETURN	2022-04-14 2021 ANNUAL RETURN	603.28
2022-04-20 BELL CANADA	9058529748/APR2022	2022-04-19 TELEPHONE-APRIL	85.38
2022-04-20 11158465 CANADA INC. C/O JIM NELSON	128828	2022-04-19 CARETAKING-APRIL	1,988.80
2022-04-28 LIBRARY SERVICES CENTRE	622257	2022-04-28 BOOKS	502.78
2022-04-28 LIBRARY SERVICES CENTRE	622524	2022-04-28 DVD	30.37
2022-04-28 LIBRARY SERVICES CENTRE	621950	2022-04-28 DVD	31.44
2022-04-28 DE LAGE LANDEN	8463341	2022-04-27 COPIER-5/15/22-6/14/22	173.44
2022-04-28 HEAT-AIR MECHANICAL LTD.	35844	2022-04-27 MAINTENANCE	2,430.95
2022-04-28 LIBRARY SERVICES CENTRE	622523	2022-04-28 BOOKS	318.26
2022-04-28 LIBRARY SERVICES CENTRE	622258	2022-04-28 DVD	31.44
2022-04-28 MARTY S WINDOW CLEANING	38	2022-04-28 WINDOW CLEANING-BOTTOM EXT.	124.30
2022-04-28 IAN KERSHAW	2022-02	2022-04-27 SERVICES	50.00
2022-04-28 LIBRARY SERVICES CENTRE	621949	2022-04-28 BOOKS	590.78
			<u>31,114.04</u>

Date	Vendor Check Name	Invoice Number	Invoice Date	Invoice Description	Amount \$
2022-05-02	CIBC VISA	MAR 25 TO APR 24/22	2022-05-02	EXPENSES-MAR 25 TO APR 24	\$1,428.56
2022-05-12	FOREST RIDGE LANDSCAPING INC.	15337-LIBRARY	2022-05-03	HOLDBACK-2021/2022 SEASON-LIB	\$1,966.20
2022-05-12	ELEXICON ENERGY	51001548-02/APR2022	2022-04-29	HYDRO-MAR 8 TO APR 8	\$1,052.13
2022-05-12	DURHAM REGION -UTILITY FINANCE	7884100000/MAY2022	2022-05-10	WATER AND SEWER-FEB 24-APR 26	\$352.96
2022-05-12	ENBRIDGE	113542251003/APR2022	2022-04-29	ACTUAL-MAR 18 TO APR 14	\$1,281.18
2022-05-12	CWB NATIONAL LEASING	18505913	2022-05-03	PHONE EQUIPMENT LEASE-JUNE	\$353.92
2022-05-12	FIBERNETICS CORPORATION	555990	2022-05-02	TELEPHONE-MAY 1 TO JUNE 1	\$135.54
2022-05-12	HEAT-AIR MECHANICAL LTD.	35897	2022-05-02	SERVICE	\$298.32
2022-05-12	ROGERS	234-577581309/APR22	2022-04-29	INTERNET-APR 22 TO MAY 21	\$135.59
2022-05-13	BRODART CANADA COMPANY	067515	2022-05-13	SUPPLIES	\$22.24
2022-05-19	CORPORATE EXPRESS CANADA INC.	C500154-00611244-LIB	2022-05-13	OFFICE SUPPLIES-LIBRARY	\$137.57
2022-05-19	HEAT-AIR MECHANICAL LTD.	35941	2022-05-13	SERVICE	\$670.66
2022-05-19	LIBRARY SERVICES CENTRE	623236	2022-05-13	DVD	\$50.76
2022-05-19	LIBRARY SERVICES CENTRE	623235	2022-05-13	BOOKS	\$505.83
2022-05-19	BLUE HERON BOOKS	350788	2022-05-13	BOOKS	\$26.85
2022-05-19	BRODART CANADA COMPANY	068471	2022-05-13	SUPPLIES	\$72.91
2022-05-19	BELL CANADA	9058529748/MAY2022	2022-05-12	TELEPHONE-MAY	\$88.00
2022-05-19	HEAT-AIR MECHANICAL LTD.	35970	2022-05-13	SERVICE	\$1,672.14
2022-05-19	HISTORIC RESTORATION INC.	21550	2022-05-11	CLOCK TOWER RENOVATIONS	\$13,947.04
2022-05-19	HYDRO ONE NETWORKS INC.	200072033278/MAY2022	2022-05-16	HYDRO-APR 6 TO MAY 6	\$287.48
2022-05-19	LIBRARY SERVICES CENTRE	622847	2022-05-13	BOOKS	\$99.39
2022-05-19	LIBRARY SERVICES CENTRE	623504	2022-05-13	BOOKS	\$792.02
2022-05-19	NETAGEN	86105-LIBRARY	2022-05-12	SERVICES-MAY-LIBRARY	\$2,041.91
2022-05-19	BELL CANADA	9054732375/MAY2022	2022-05-12	TELEPHONE-MAY	\$119.11
2022-05-19	BLUE HERON BOOKS	350874	2022-05-13	BOOKS	\$141.03
2022-05-26	TACOMA ENGINEERS INC.	84142	2022-05-17	MASONRY RESTORATION	\$2,260.00
2022-05-26	XEROX CANADA LTD.	85574664	2022-05-19	COPIES-MAY	\$88.99
2022-05-26	BLUE HERON BOOKS	347829	2022-05-19	BOOK	\$20.96
2022-05-26	BLUE HERON BOOKS	347243	2022-05-19	BOOK	\$20.96
2022-05-26	BRUCE CLARK & SON PLUMBING &	13455	2022-05-19	MAINTENANCE	\$220.35
2022-05-26	DE LAGE LANDEN	8505174	2022-05-19	COPIER-6/15/22-7/14/22	\$173.44

2022-05-26 BLUE HERON BOOKS	346229	2022-05-17 BOOKS	\$63.84
2022-05-26 BLUE HERON BOOKS	347763	2022-05-19 BOOKS	\$51.21
2022-05-26 BLUE HERON BOOKS	347068	2022-05-19 BOOK	\$32.76
2022-05-26 11158465 CANADA INC. C/O JIM NELSON	128838	2022-05-19 CARETAKING-MAY	\$1,898.40
			<u>\$32,510.25</u>

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

December 31, 2021

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Independent Auditor's Report	1-2
Statement of financial position	3
Statement of operations	4
Statement of change in net financial assets	5
Statement of cash flows	6
Notes to the financial statements	7-10

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, 2021, 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, 2021, 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
June 23, 2022

The Corporation of the Township of Uxbridge Library Board

Statement of financial position

As at December 31, 2021

	Notes	2021 \$	2020 \$
Assets			
Financial assets			
Cash	2	520	520
Temporary investments	2	103,888	103,164
Accounts receivable		10,996	15,602
Due from Township of Uxbridge		273,498	267,274
		388,902	386,560
Liabilities			
Accounts payable and accrued liabilities		23,941	61,858
Deferred revenues		10,784	10,784
Post-employment benefits liability	4	1,579	1,159
		36,304	73,801
Net financial assets		352,598	312,759
Non-financial assets			
Tangible capital assets	5	339,354	361,334
Prepaid expenses		6,998	812
		346,352	362,146
Accumulated surplus	6	698,950	674,905

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

D R A F T

The Corporation of the Township of Uxbridge Library Board

Statement of operations

Year ended December 31, 2021

	Notes	Budget \$	2021 Actual \$	2020 Actual \$
		(Note 7)		
Revenue				
Grants				
Township of Uxbridge - operating		787,147	787,147	713,880
Province of Ontario		24,176	25,711	29,357
Other grants		8,000	9,878	21,911
Income from other funds				
Bascom Trust Fund		90	90	90
Todorow Reserve Fund		1,811	1,811	1,811
Interest		400	408	701
Fines and fees		16,400	8,740	6,004
Donation of tangible capital assets	5	—	5,431	4,657
Donations and fundraising		2,000	7,620	1,955
		840,024	846,836	780,366
Expenses				
Salaries and wages		439,464	363,685	292,462
Benefits	3	115,358	68,755	65,883
Repairs and maintenance		75,300	176,523	85,960
Utilities		30,537	26,629	23,167
Sundry		24,388	23,441	23,099
Computer maintenance		38,000	32,391	31,734
Township of Uxbridge - repayment to reserve	8	25,547	25,547	25,046
Janitor and expenses		19,960	17,584	12,829
Other supplies		4,700	1,633	2,597
Transfer to the Township of Uxbridge - Capital		—	—	37,791
		773,254	736,188	600,568
Amortization expense		95,000	86,603	89,914
		868,254	822,791	690,482
Annual surplus (deficit)		(28,230)	24,045	89,884
Accumulated surplus, beginning of year		509,963	674,905	585,021
Accumulated surplus, end of year		481,733	698,950	674,905

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

The Corporation of the Township of Uxbridge Library Board

Statement of change in net financial assets

Year ended December 31, 2021

	Budget \$	2021 Actual \$	2020 Actual \$
	(Note 7)		
Annual surplus (deficit)	(28,230)	24,045	89,884
Acquisition of tangible capital assets	(66,770)	(64,623)	(90,915)
Amortization of tangible capital assets	95,000	86,603	89,914
	—	46,025	88,883
(Increase) decrease in prepaid expenses		(6,186)	(235)
Change in net financial assets	—	39,839	88,648
Net financial assets, beginning of year	(14,716)	312,759	224,111
Net financial assets, end of year	(14,716)	352,598	312,759

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

D R A F T

The Corporation of the Township of Uxbridge Library Board

Statement of cash flows

Year ended December 31, 2021

	2021 \$	2020 \$
Operating activities		
Annual surplus (deficit)	24,045	89,884
Items not involving cash		
Amortization expense	86,603	89,914
Donation of tangible capital assets	(5,431)	(4,657)
Change in non-cash operating items		
Decrease in accounts receivable	4,606	2,850
Increase in due from Township of Uxbridge	(6,224)	(115,419)
Increase in temporary investments	(724)	(183)
Increase in prepaid expenses	(6,186)	(235)
(Decrease) increase in accounts payable and accrued liabilities	(37,917)	33,497
(Decrease) increase in deferred revenues	—	(732)
Increase (decrease) in post-employment benefits liability	420	(8,661)
	59,192	86,258
Capital activity		
Acquisition of tangible capital assets (net of donated tangible capital assets)	(59,192)	(86,258)
Change in cash	—	—
Cash, beginning of year	520	520
Cash, end of year	520	520

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

The Corporation of the Township of Uxbridge Library Board

Notes to the financial statements

December 31, 2021

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 collections	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 liability

The Library Board recognizes a post-employment benefits liability 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, 2021

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	2021 Total	2020 Total
	\$	\$	\$	\$
Operating Fund	384	58,605	58,989	58,265
Reserve Fund (Note 6)	136	45,283	45,419	45,419
	520	103,888	104,408	103,684

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, 2021, was on behalf of 8 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 \$24,867 (\$19,429 in 2020).

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, 2020.

The Corporation of the Township of Uxbridge Library Board

Notes to the financial statements

December 31, 2021

4. Post-employment benefits liability (continued)

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

(a) *General inflation*

A rate of 2.0% (2.0% in 2020) per year is used.

(b) *Interest (discount) rate*

A rate of 2.9% (3.1% in 2020) is used to determine liabilities at the beginning of the fiscal period and for extrapolations during the period. A rate of 2.4% (2.4% in 2020) is used to determine liabilities at the end of the fiscal period.

(c) *Health and dental rate*

Drug costs are presumed to increase 6.5% (6.5% in 2020) after the first year, this rate reducing linearly to 5% after 3 years (3 years in 2020). Non-drug health and dental costs are presumed to increase 4% per year. Drug costs are assumed to make up 70% of the health costs.

(d) *Mortality table*

Canadian Institute of Actuaries 2014 Composite Mortality Table.

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

	2021	2020
	\$	\$
Accrued benefit liability, at January 1	1,159	9,820
Increase (decrease) during the current year	420	(8,661)
Accrued benefit liability, at December 31	1,579	1,159

5. Tangible capital assets

	Collections	Furniture and Equipment	Computer systems	2021 Total	2020 Total
	\$	\$	\$	\$	\$
Cost					
Balance, beginning of year	530,378	236,311	28,056	794,745	783,854
Additions	64,623	-	-	64,623	90,915
Disposals	(87,922)	-	-	(87,922)	(80,024)
Balance, end of year	507,079	236,311	28,056	771,446	794,745
Accumulated amortization					
Balance, beginning of year	277,300	143,382	12,729	433,411	423,521
Amortization expense	74,104	10,284	2,215	86,603	89,914
Disposals	(87,922)	-	-	(87,922)	(80,024)
Balance, end of year	263,482	153,666	14,944	432,092	433,411
Net book value, end of year	243,597	82,645	13,112	339,354	361,334

The Corporation of the Township of Uxbridge Library Board

Notes to the financial statements

December 31, 2021

During the year \$5,431 (\$4,657 in 2020) worth of books were donated to the Library Board for circulation.

6. Accumulated surplus

Accumulated surplus consists of the following:

	Balance January 1, 2021 \$	Change during the year \$	Balance December 31, 2021 \$	Balance December 31, 2020 \$
Invested in tangible capital assets	361,334	(21,980)	339,354	361,334
Operating	268,152	46,025	314,177	268,152
Reserve Fund	45,419	—	45,419	45,419
	674,905	24,045	698,950	674,905

7. Budget figures

The approved budget for 2021 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.

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. The amount of \$25,547 was paid in 2021, and future annual payments in the amount of \$18,069 will be made for the years 2022 through to 2024. These future commitments are non-interest bearing.

9. Significant event

On March 11, 2020, the World Health Organization characterized the outbreak of a strain of the novel coronavirus ("COVID-19") as a pandemic which has resulted in a series of public health and emergency measures that have been put in place to combat the spread of the virus. The duration and impact of COVID-19 is unknown at this time and it is not possible to reliably estimate the impact that the length and severity of these developments will have on the financial results and condition of the Library Board in future periods.



REPORT

TREASURY DEPARTMENT

TO: Chair and Members of Finance Committee

FROM: Donna Condon, Treasurer

DATE: May 16, 2022

REPORT: TR-10/22 **FILE NO.** Procurement

SUBJECT: Update and Modernization of Procurement Bylaw, Policies, Procedures and Templates.

BACKGROUND:

As required by the Municipal Act (2001), the Township of Uxbridge (Uxbridge), the Uxbridge Library Board (Library) and the Business Improvement Board (BIA) are required to adopt and maintain policies with respect to the procurement of goods and services. Procurement policies are designed to ensure the integrity and transparency of Uxbridge's, the Library and BIA procurement system. In 2004, Uxbridge adopted By-law 2004-209 -a By-law to define the Procurement Policies and Procedures for Uxbridge. Over the years, minor amendments had been made to the Procurement Bylaw.

In 2017, a group (consisting of Department Heads and 2 Council Members) was established to review, update and amend By-law 2004-209. In March of 2018, Council adopted the updated Procurement By-law 2018-034. Under 'By-law Review', Section 20, states "(1) The Procurement By-law shall be reviewed prior to the end of each Council term and any amendment thereto shall be made prior to the inaugural meeting of the next Council."

DISCUSSION:

Over the last few months, Brock, Scugog, Uxbridge and the Region of Durham (Region) have had many discussions surrounding procurement practices. The discussions included;

- Each of the 3 Township's do not have dedicated procurement staff, so it falls to each department to manage tenders, proposals and contracts. As a result, each Township faces similar challenges with decentralized procurement. The Townships have agreed that we would all benefit from an updated clear and easy to read procurement bylaw and policies, detailed procurement procedures which provide guidance on a broad range of issues and circumstances, standard purchasing templates and vendor contracts.
- The need for a review and update to the procurement bylaw is needed to modernize and ensure the bylaw incorporates new legislation, trade agreement changes and best practices.
- Procurement is an area that each Township has identified as a need for more training. As a result, the Region, arranged 2 sessions of shared training on municipal procurement for Senior Staff. The training was well received, however, it highlighted some of the short falls and risks of our current procurement practices.
- Procurement is a specialized field that can present a risk to the municipality, if the proper procedures and rules are not followed. Uxbridge must ensure that the process is fair, transparent and adheres to existing laws.
- A consistent and clear procurement process, both within Uxbridge and with our neighbouring municipalities, would be advantageous for attracting bids and will help vendors who bid on multiple contracts to have similar bid document templates, requirements and processes.

With the assistance of the Region, we have obtained a proposal from LXM LAW LLP to modernize the procurement by-laws and develop procurement procedures and templates for Brock, Scugog and Uxbridge (all working together and adopting common deliverables). The lead on this project is a commercial lawyer with over 25 years business and legal experience spent supporting and or leading procurement operations and whom works regularly with public sector organizations. The deliverables under this proposal include:

- (1) Updated and easy to use Procurement By-law;
- (2) Procurement Procedures Manual – includes detailed procedures, guidelines and templates;
- (3) Various RFx Templates – designed for use on Bids & Tenders;
- (4) Templates User Guide;
- (5) Up to 2 hours/month (for the Group) of free after sales consultation for the 12 months following the end of the project; and
- (6) Training – for the updated procurement bylaw, procedures manual and templates.

It is expected that this project will take about 3.5 months to complete. And it is anticipated that the procurement by-law will be approved by Committee prior to

proceeding to the procedure's manual, as the procedures manual will reflect the contents of the by-law.

All the documentation will be interactive and linked. This will be key for staff as they will be able to easily access all materials and be confident, they are following appropriate processes. As well, training will be provided on the updated bylaw, procedures and documents.

LXM is not transferring ownership of intellectual property in its base materials, such as the pre-existing LXM procedures manual, templates and guides. However, Uxbridge we be provided with a perpetual irrevocable license to the pre-existing materials for Uxbridge's internal use and will have the unrestricted right to modify materials, and to authorize others to do so, for use by Uxbridge for its internal purposes upon payment of the license fee.

It is estimated that Uxbridge's share of this project will be no more than \$15,000. It is proposed that this project be funded from the Provincial – Municipal Modernization Funds, where funding is intended to help modernize service delivery. This is an important initiative for Uxbridge that will be result in greater consistency and improvements to our procurement practices.

RECOMMENDATION

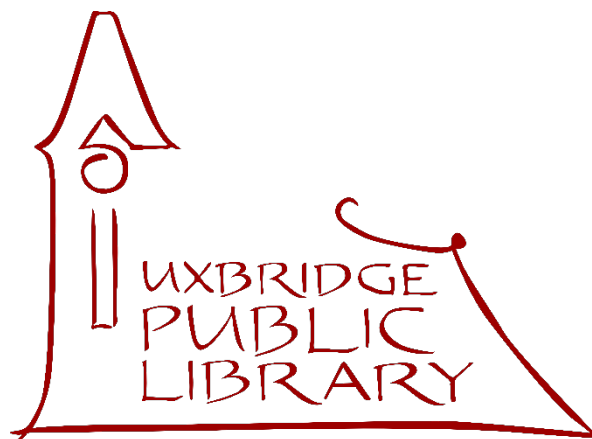
THAT Report TR-10/22 be received for information;

THAT Committee approve Uxbridge accepting LXM LAW LLP proposal to modernize the procurement by-laws and develop procurement procedures and templates for Brock, Scugog and Uxbridge (all working together and adopting common deliverables);

AND THAT Committee approve funding of up to \$15,000 to fund this project, from the Provincial – Municipal Modernization Funds, where funding is intended to help modernize service delivery.

Respectfully Submitted by:

Donna Condon, CPA, CA
Treasurer



COVID-19 Safety Plan

**Uxbridge Public Library
9 Toronto Street South
Uxbridge, ON L9P 1P3**

AND

**Zephyr Public Library
13000 Durham Regional Rd 39
Zephyr, ON L0E 1T0**

**Date Completed: November 19, 2020
Revision Date: May 2022**

The following Safety Plan has been developed for the Uxbridge Public Library located at 9 Toronto Street South, Uxbridge, ON and the Zephyr Public Library located at 13000 Durham Regional Rd 39, Zephyr, ON. The plan has been developed in accordance with the Province of Ontario COVID-19 Response Framework: Keeping Ontario Safe and Open, dated November 3, 2020; Ontario Regulation 364/20: Rules for Areas in Stage 3, as amended by Ontario Regulation 642/20 (November 6, 2020); and Ontario Regulation 263/20: Rules for Areas in Stage 2, as amended by Ontario Regulation 642/20 (November 6, 2020). This new Safety Plan follows the new Three (3) Step reopening as amended by Ontario Regulation 440/21 (June 7, 2021). This Safety Plan has been updated as per Ontario Regulation 520/21 effective July 16, 2021.

The Safety Plan describes the measures and procedures which have been implemented or will be implemented by the Library to reduce the transmission risk of COVID-19 based on each of the above levels of public health measures. As the Province determines changes to the public health measures for the Region of Durham, the Library will adjust operations in accordance with this plan.

The Uxbridge Public Library Board understands that all Safety Plans for the library facility will be based on orders and recommendations from health authorities and the Governments of Ontario and Canada. This is a fluid document and will be revisited and revised regularly by the Library's management team as more information is made available. The updated Safety Plan will be forwarded to the Library Board and the Library's Health and Safety Worker Representatives for comments and feedback.

The Safety Plan will be shared with all staff and posted in a prominent location.

Screening:

1. Staff shall self-screen prior to arriving at the Library and call their Manager if they are exhibiting any symptoms of COVID-19.
2. If any staff shows symptoms of COVID-19 while at work, they should go home and self-isolate immediately. Staff must contact their Manager and advise them of the situation. Staff are recommended to take the online self-assessment at '<https://covid-19.ontario.ca/self-assessment/>' to learn whether a COVID-19 test is required.
3. If any staff tests positive for COVID-19, Township management will contact Durham Health at (905) 668-7711 for guidance and direction, which may include self-isolation for staff who were exposed, closing down the Library for disinfection, etc.

Controlling the Transmission of COVID-19

Staff:

1. Wearing of masks or face coverings is encouraged within the Library.
2. Staff may remove masks to eat or drink but should be in an area where they are physically distanced by more than 2m.
3. Staff may wear safety glasses/face shields at their discretion.
4. Hand washing/sanitizing upon entering the Library and is required on a regular basis.
5. Sanitization of shared workstations is required at the end of each workday and when there is a switch of staff at that station.
6. Physical distancing of 2m will be maintained whenever possible in addition to a mask or face covering.
7. Proper coughing and sneezing etiquette is required and staff should avoid touching their face.
8. Face masks, face shields/safety glasses, and gloves will be made available for staff.
9. Staff are permitted to work from home as appropriate, and with approval of their Director/Manager/Supervisor.
10. All staff meetings are to be held in a manner which allows for physical distancing of 2m.

Facility:

1. Clear signage will be posted at all entrances with screening questions and instructions.
2. A physical barrier will be provided between staff and patrons.
3. Workstations will be separated by a minimum of 2m.
4. Uxbridge Washrooms - Access to the 3rd floor washroom is for staff only. Access to the accessible washroom on the 1st floor and the 2nd floor washroom will be for the public.

No public access to a washroom in the Zephyr location.
5. Donated Materials will be allowed.
6. Friends of the Library Sale Bookshelf will be accessible to visitors.

7. Washrooms will be cleaned daily, and high touch surfaces disinfected twice a day.
8. Only two (2) computers at the Uxbridge location will be available for public access.

No public access computers at the Zephyr location.

9. Material pick-up will be through the Adult and Children's Desks.

Visitors

1. No one is permitted to enter the building if they are exhibiting any COVID-19 symptoms.
2. Visitors are encouraged to wear a mask when inside the facility, disposable masks are available for any visitors who do not have a mask or face covering.
3. No food or drink is allowed for visitors so they will not have a reason to remove masks.
4. On arrival, visitors must sanitize their hands with hand sanitizer.
5. For visitors using the public access computer, staff will provide assistance only if they can do so AND maintain a minimum 2m separation AND they feel comfortable doing so.

Cleaning, Disinfecting & Sanitizing

1. Sustainable Earth by Staples SE16 Hospital Grade Disinfectant will be used to sanitize all high touch areas of the facility every 4 hours.
2. Sustainable Earth by Staples SE16 Hospital Grade Disinfectant will be used to sanitize and disinfect all areas used by patrons as noted in registration and contact tracing logs.
3. All computers and electronics will be disinfected/sanitized using Sustainable Earth by Staples SE16 Hospital Grade Disinfectant OR an alcohol-based wipe between staff/patrons using the items. Items to be sanitized include, but are not limited to, computer keyboards, mouse, phones, keys, and printer/copier.



REPORT

LIBRARY BOARD

TO: Uxbridge Public Library Board
FROM: Corrinne Morrison, Library Manager
DATE: May 17, 2022
REPORT: LB - 06/22

SUBJECT: Fine Free Trend in Public Libraries

BACKGROUND:

Many Ontario libraries have moved to a “Fine Free” model. The libraries have removed overdue fines but are still fining patrons for lost and damaged items. Some libraries have also left overdue fines in place for ILLO items even if they have removed overdue fines on their own collection.

Sample of libraries that have gone Fine Free:

Scugog, Brock, Clarington, Ajax, Kawartha Lakes, Vaughan, Richmond Hill, Peterborough, Brampton, Mississauga, Barrie, Kitchener, London and Collingwood

Oshawa is fine free for children’s items only and Whitby still charges overdue fines.

The predominant argument being used for going Fine Free is to remove barriers for residents/families who stand to benefit from using the library but cannot pay their fines. Points have also been made that it reduces conflict between library users and staff and saves staff time.

The primary argument for keeping overdue fines is to encourage timely sharing of the library items. This was likely part of the reasoning in permitting overdue fines to be charged in the Public Library Act.

Another consideration might be that fines are factored in to patron use of products such as Libby. If a patron has any fines at all, they are not able to use Libby until their fines are paid.

DISCUSSION:

There is a wealth of information available through OLS (Ontario Library Service) using this link,

[Going-Fine Free - Fine Free Libraries - Professional Resources Home at Ontario Library Service \(olservice.ca\)](http://www.olservice.ca)

Information on current fine status from the other Durham Libraries has also been attached for your consideration.

Fine Stats for the Uxbridge Public Library

Year	Overdue Fines Collected	Lost/Damaged Fines Collected
2021	\$ 3,410.54	\$ 420.28
2020	\$ 3,262.43	\$ 672.94
2019	\$ 7,627.33	\$ 1,338.40
2018 *	\$ 2,431.76	\$ 339.71

*For July 18 through December 31, 2018 only. This is when we began using PaydPro

Current Outstanding Fines

\$35,072.62

Breakdown of Outstanding Fines

Lost Damaged Portion - \$12,399.44
Overdue Portion - \$22,602.88
Printing (COVID related) - \$62.10
Computer Usage - \$8.20

POSSIBLE OPTIONS:

1. Status Quo – Continue with overdue fines as they are
2. Continue with current overdue fines and do a campaign to welcome patrons back by forgiving ALL current unpaid fines (overdue, lost and damaged)
3. Continue with current overdue fines and do a campaign to welcome patrons back by forgiving all current unpaid overdue fines but keep lost and damaged on patron cards
4. Add a “Grace Period” into all loans so that items returned within a certain period beyond due date do not incur fines, could be in combination with #2 or #3

5. Go Fine-Free (overdue fines only) for all items, could be in combination with #2 or #3
6. Go Fine-Free (overdue fines only) for Children's items only, could be in combination with #2 or #3

RECOMMENDATION

1. THAT Report LB-05/22 be received from Corrinne Morrison, Library Manager for information;

Respectfully Submitted by:

Corrinne Morrison
Library Manager



REPORT

LIBRARY BOARD

TO: Uxbridge Public Library Board
FROM: Corrinne Morrison. Library Manager
DATE: May 16, 2022
REPORT: LB - 05/22

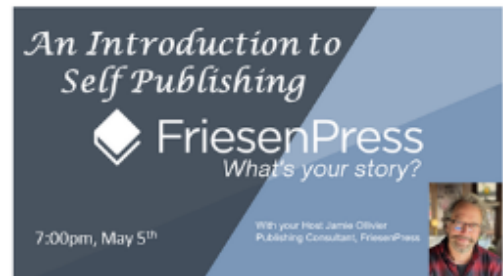
SUBJECT: Library Programming

BACKGROUND:

Uxbridge Public Library is an invaluable part of the Uxbridge Community. Programs offered to the community are a vital addition to our value to our community. The discussion below is just one example of the importance of Library Programs. The Seedy Saturday discussed at our last Board Meeting is another example. The recent COVID vaccination clinics are further examples.

DISCUSSION:

On Thursday, May 5 the Library hosted a hybrid informational meeting on self-publishing. Ian Kershaw, a volunteer at the library, took the lead on organizing this event. There were 45 participants, amazing attendance for an adult program in a small community!



Ever thought about writing a book... and then thought "I can't do that"? Well, "Yes You Can". More and more people are discovering that they can.

Whether it's an illustrated story book for your grandchildren, a limited edition covering your family history or that block buster that is trying to get out of your head and onto paper or an iPad screen the Uxbridge Public Library can help you get started.

Join us for a **FREE** informal evening with someone who took the plunge and is sharing his knowledge to help others discover that "Yes I Can".

Presented by Jamie Ollivier, Publishing Consultant with FriesenPress, a Canadian company dedicated to supporting authors self publish and share their stories.

7:00pm, May 5th via ZOOM or join us in person at the Uxbridge Library.

To book your place or connection or for more information contact Ian Kershaw – irkchrome@gmail.com or phone the library at (905) 852-9747



Comments from attendees

Hi Ian – really enjoyed the Presentation. Learned a lot. I have been writing a book, and wasn't sure how to go about publishing, and now I feel better informed. Thanks for extending the invitation to members of the OGS. Margaret

Thanks so much Ian and Jamie. That presentation was very informative and enjoyable! Since I have finished writing my small family book, I was particularly interested in the formatting, editing, and design part. Mine is just a very limited print (maybe 30 copies) so I am flying without an editor or designer. I'm just giving it away as gifts to relatives, so no marketing either. They get it warts and all! Anyway, I digress. Thank you very much for the presentation and the handouts. Very helpful! Deb, Edmonton, Alberta

I just wanted to thank you, Jamie and the Uxbridge Library for arranging and hosting one of the most valuable presentations that I've attended. It was very informative, and answered all the burning questions that I had about self-publishing. I found Jamie an engaging presenter who kept me interested and focused the entire event. I was amazed at how much valuable information was shared in such a short timeframe.

I also found the various guides provided by Friesen to be informative, useful, easy to read, and understand.

Since I now know the next steps, I will take Jamie's advice and exercise that muscle and complete my writing.

Once again, thank you for inviting me to this presentation. Regards..... Rosemary

Thanks so much for getting that link to me soon before the talk started.

Jamie Ollivier's presentation was excellent, and - as you mentioned - kept my attention the whole time.

I'm avidly working on a family history, and am currently partway through an initial draft. So this talk was well-positioned for me, as I can think ahead to options and steps for when my draft manuscript is complete (or in earlier stages when it's ready for editing and feedback).

FriesenPress sounds good, and I'll enjoy and benefit from looking at their blog.

Thanks again, Barbara Victoria BC

That was a wonderful Zoom presentation Ian. Thank you so much for your work to organize, as well as finding a very informative presenter. I'd appreciate a copy of the recording once he sends you the link, as I'm sure I'll need to re-listen to it in order to catch all of the new info once again. You obviously hit on a topic of interest to many. Louise

RECOMMENDATION

1. THAT Report LB-05/22 be received from Corrinne Morrison, Library Manager for information;
2. AND THAT staff send a Thank You note on behalf of the Library Board to Ian for sharing his expertise and volunteering for this wonderful workshop.

Respectfully Submitted by:

Corrinne Morrison
Program and Outreach Coordinator