



# Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, June 22, 2023 @ 7:00 PM

Location: Uxbridge Public Library

## 1. Call to order - Dave

- First Nations Land Acknowledgement - Dave

## 2. Announcements

- Staff updates -
- Round table

## 3. Disclosure of Pecuniary Interest and the General Nature thereof.

## 4. Approval of Agenda

## 5. Approval of May Minutes

## 6. Committees:

### 6.1 Governance and HR Committee

### 6.2 Finance – Amanda / Corrinne

- May accounts and May summary
- Report LB 1 – 23 – Zephyr Hall

### 6.3 Community Committee – Corrinne

## 7. New Business

## 8. Ongoing Business / Action items

- Facility updates – Amanda

## 9. Correspondence

<https://www.theglobeandmail.com/life/first-person/article-librarians-have-always-been-my-superheros/>

[Have You Been to the Library Lately? | The Walrus](#)

## 10. Date of Next Board Meeting: September

## 11. Adjournment



# Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, May 25, 2023 @ 6:00 PM

Location: Zephyr Community Hall

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

**Regrets:** Dwight Clements, Kate Devine

**Guest:**

**1. Dave called the meeting to Order at 6:05 pm.**

- First Nations Land Acknowledgement

**2. Announcements**

- USS 100 Anniversary this weekend.

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

✓ *No disclosures*

**4. Approval of Agenda.**

✓ *Moved by Zed, seconded by Christine; carried.*

**5. Approval of February Minutes**

✓ *Moved by Sheldon, seconded by Agnes; carried.*

**6. Committees:**

**6.1 Governance and HR Committee**

- AODA Customer Service Standard Training – please send certificates to Corrinne.

**6.2 Finance – Amanda / Corrinne**

- April accounts and Summary

✓ *Moved by Christine, seconded by Cathy; carried*

- Audited Financial Statement – Tobi
- Library accounts for the year ended December 31, 2022, were audited during the first two weeks of April by Deloitte, the audit went well and there were no issues noted.



# Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, May 25, 2023 @ 6:00 PM

Location: Zephyr Community Hall

- Independent Auditor's Report – pages 1 and 2 – based on their audit, it is Deloitte's opinion that the Financial Statements present fairly in all material respects, the financial position of the Library as at December 31, 2022 and results of its operations of the Library for the year 2022, represents a clean/unqualified audit report, which is what we want to see. Remainder of the report speaks to the responsibilities of both Management and Auditors.
- Statement of Financial Position – page 3
  - list assets and liabilities - not a lot of change from previous year
  - Due from Township of Uxbridge - Operating - the library does not have an active bank account, so all transactions both cash received (grants, revenues, Township Funds etc.) and cash paid (payroll, payment of invoices) on account of the Library go through this account. Since the balance is a "debit", it is what the Township would owe the Library at the end of 2022. – Due from Township of Uxbridge - Capital - the library's reserve funds are held under the Township's umbrella and therefore if a capital project were to be paid for by reserves (as in the case in 2022), it would go through this account. Since the balance is a "debit", it is what the Township would owe the Library at the end of 2022.
  - tangible capital assets - bulk of this number represents the Library's collection of books, DVD etc.
- Statement of Operations – page 4
  - total actual revenues \$887,449 are much in line with budgeted revenues of \$875,970 - which is great
  - total actual expenses are less than budget - by approximately \$50,000.
  - for 2022, there was a deficit of \$731, however if you compare to the budget, it was anticipated to be \$123,000 as deficit, so this great.
- Notes to the Financial Statements – pages 7-11
  - page 7 highlights the significant accounting policies followed in preparation of these statements. There were no changes during the year - same as 2021. – Note 6 - Accumulated Surplus - represents real cash surplus. The balance at the end of 2022 was \$698,219 - which is a good surplus to have on hand (for unexpected events/expenditures).
  - Note 8 - Commitments - there was a final payment made of \$26,058 in 2022 to pay back for the cost of the Library renovations. It was decided during 2023/2024 budget process that appropriate amount has been paid back and to reduce tax levy impact, any remaining payments would be waived.
- Next step : Request Library Board to approve the 2022 Financial Statements and the Final version will follow.



# Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, May 25, 2023 @ 6:00 PM  
Location: Zephyr Community Hall

Moved by Sheldon that the Library Board accept the Uxbridge Library Financial Statements 2022

- ✓ Moved by Sheldon, seconded by Agnes; carried

## 6.3 Community Committee

- DQST update on registration, security and communication. Registration is full and we are looking forward to a fun event on Saturday.
- UPS Battle of the Books letter
- Strategic Plan – Plan to work on over the summer / September.

## 7. New Business

- N/A

## 8. Ongoing Business / Action items

- Facility updates – Amanda
  - The chimney restoration should be completed today. Scaffolding is anticipated to be removed tomorrow or at the beginning of next week.
  - They are proceeding with the masonry work at the sidewalk level which is anticipated to be complete for a final review the week of June 5th.

## 9. Correspondence

- Our Two cents, Uxbridge Cosmos, May 11, 2023.

## 10. Date of Next Board Meeting: June 22<sup>nd</sup>

## 11. Adjournment at 6:45 pm

- ✓ Moved by Zed, seconded by Cathy; carried

Date	Vendor ID	Vendor Check Name	Invoice Number	Invoice Description	Amount \$
2023-05-04	CWB001	CWB NATIONAL LEASING	18613384	EQUIPMENT LEASE-JUNE	\$353.92
2023-05-04	VER001	ELEXICON ENERGY	51001548-02/APR2023	HYDRO-MAR 8 TO APR 8	\$859.25
2023-05-04	FIB003	FIBERNETICS CORPORATION	636395	TELEPHONE-MAY 1 TO JUNE 1	\$135.54
2023-05-08	CIB003	CIBC VISA	MARCH 25-APRIL 24/23	MARCH 25 TO APRIL 24/23	\$788.11
2023-05-10	XER001	XEROX CANADA LTD.	85706300	COPIES-MAY	\$138.45
2023-05-10	BLU001	BLUE HERON BOOKS	368855	BOOKS	\$46.12
2023-05-10	FOR002	FOREST RIDGE LANDSCAPING INC.	17018-LIBRARY	HOLDBACK-LIBRARY	\$1,328.88
2023-05-10	NET001	NETAGEN	111038-LIBRARY	SERVICES-MAY-LIBRARY	\$2,041.91
2023-05-10	BRO001	BRODART CANADA COMPANY	081961	SUPPLIES	\$66.20
2023-05-10	ACC004	ACCESS COPYRIGHT	59915/56251	LICENCE FEE-2023	\$90.40
2023-05-10	MAU001	MAUREEN O'SHEA BROWN	APRIL 29/2023	EXPENSES-JAN TO APR/23	\$51.14
2023-05-10	ROG002	ROGERS	234-577581309/APR23	INTERNET-APR 22 TO MAY 21	\$135.69
2023-05-10	DUR013	DURHAM REGION -UTILITY FINANCE	7884100000/MAY2023	WATER AND SEWER-FEB24-APR26	\$369.01
2023-05-15	HEA002	HEAT-AIR MECHANICAL LTD.	38307	BOOKS	\$2,024.28
2023-05-15	LIB001	LIBRARY SERVICES CENTRE	84488	2022 FPP	\$338.98
2023-05-15	LIB001	LIBRARY SERVICES CENTRE	638483	DVD	\$50.76
2023-05-15	LIB001	LIBRARY SERVICES CENTRE	638228	DVD'S	\$206.06
2023-05-15	LIB001	LIBRARY SERVICES CENTRE	638482	BOOKS	\$330.09
2023-05-15	LIB001	LIBRARY SERVICES CENTRE	637935	BOOKS	\$606.40
2023-05-15	WHI007	WHITEHOTS INC	3484014	BOOKS	\$186.84
2023-05-15	WHI007	WHITEHOTS INC	3484632	BOOKS	\$105.85
2023-05-15	WHI007	WHITEHOTS INC	3483029	BOOKS	\$403.37
2023-05-15	KAT021	KATHY REID NAIMAN	PROGRAM/SPRING2023	PROGRAM	\$731.25
2023-05-15	LIB001	LIBRARY SERVICES CENTRE	637936	DVD	\$59.25

2023-05-15 LIB001	LIBRARY SERVICES CENTRE	637517	DVD'S	\$190.77
2023-05-15 LIB001	LIBRARY SERVICES CENTRE	637516	BOOKS	\$637.75
2023-05-15 LIB001	LIBRARY SERVICES CENTRE	637757	BOOKS	\$598.71
2023-05-15 LIB001	LIBRARY SERVICES CENTRE	638227	BOOKS	\$522.03
2023-05-15 WHI007	WHITEHOTS INC	3486371	BOOKS	\$407.61
2023-05-15 WHI007	WHITEHOTS INC	3485475	BOOKS	\$245.00
2023-05-24 BEL001	BELL CANADA	9058529748/MAY2023	TELEPHONE-MAY	\$76.88
2023-05-24 BEL001	BELL CANADA	9054732375/MAY2023	TELEPHONE-MAY	\$137.33
2023-05-24 DEL002	DE LAGE LANDEN	8990608	COPIER-5/15/23-6/14/23	\$187.63
2023-05-24 HEA002	HEAT-AIR MECHANICAL LTD.	38442	INSPECTION-APRIL	\$2,503.88
2023-05-24 LAW001	LAWNSCAPE	45087-LIBRARY	GRASS CUTTING-MAY 2 & 8-LIB	\$56.50
2023-05-24 LIB001	LIBRARY SERVICES CENTRE	638741	BOOKS	\$288.51
2023-05-24 LIB001	LIBRARY SERVICES CENTRE	639374	BOOKS	\$459.36
2023-05-24 LIB001	LIBRARY SERVICES CENTRE	639375	BOOKS	\$254.33
2023-05-24 WHI007	WHITEHOTS INC	3487885	BOOKS	\$282.47
2023-05-24 WHI007	WHITEHOTS INC	3488681	BOOKS	\$107.51
2023-05-24 DEL002	DE LAGE LANDEN	9035810	COPIER-6/15/23-7/14/23	\$176.75
2023-05-24 PEN003	PENN & MCGUIRE ELECTRIC LTD.	05182023-10093	SERVICE	\$720.54
2023-05-24 LIB001	LIBRARY SERVICES CENTRE	638740	BOOKS	\$685.40
2023-05-24 LIB001	LIBRARY SERVICES CENTRE	639018	BOOKS	\$314.16
2023-05-24 LIB001	LIBRARY SERVICES CENTRE	639019	BOOKS	\$422.50
2023-05-24 RIC020	RICHARDSON FIRE SYSTEMS INC.	S11680IN00107719	ANNUAL FIRE & LIFE SAFE.10/22	\$5.65
2023-05-24 WHI007	WHITEHOTS INC	3489583	BOOKS	\$128.44
2023-05-24 WHI007	WHITEHOTS INC	3487036	BOOKS	\$161.78
2023-05-24 ENB001	ENBRIDGE	113542251003/MAY2023	ESTIMATE-APR 19 TO MAY 17	\$516.89

2023-05-24 HYD005	HYDRO ONE NETWORKS INC.	200072033278/MAY2023	HYDRO-APR 5 TO MAY 5	\$240.44
2023-05-30 MIN003	MINISTER OF FINANCE	EHT-MAY 2023	EHT-MAY 2023-LIBRARY	\$727.67
				<b><u>\$22,504.24</u></b>

**Township of Uxbridge**  
**Library Summary Report**  
**For the Five Months Ending May 31, 2023**

**Operating Expenses:**

	YTD Actual	YTD Budget	YTD Variance	2023 Budget
Library Materials Purchased	30,406	70,840	40,434	70,840
<u>Programming:</u>				
Programs	1,907	5,200	3,293	5,200
Promotion	0	700	700	700
<b>Total Programming</b>	<b>1,907</b>	<b>5,900</b>	<b>3,993</b>	<b>5,900</b>
Administrative Costs	1,780	20,344	18,564	20,344
Fundraising Expenses	20	0	-20	0
Repairs and Maintenance	32,101	110,500	78,399	110,500
Utilities	13,572	33,400	19,828	33,400
<u>Equipment &amp; Maintenance:</u>				
Photocopying	844	1,755	911	1,755
Equipment Maintenance	1,139	2,700	1,561	2,700
Hardware and Software	1,819	10,700	8,881	10,700
Computer Maintenance	11,942	28,500	16,558	28,500
ISP fees	868	2,950	2,082	2,950
<b>Total Equipment</b>	<b>16,612</b>	<b>46,605</b>	<b>29,994</b>	<b>46,605</b>
Salaries, Wages & Benefits	231,805	622,651	390,846	622,651
Professional Development	4,301	6,000	1,699	6,000
Health & Safety	254	1,900	1,646	1,900
Mileage	91	1,200	1,109	1,200

<b>Total Expenses - Per Budget</b>	<b>332,849</b>	<b>919,340</b>	<b>586,490</b>	<b>919,340</b>
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Other Items:

Amortization - TCA	20,713	83,000	62,287	83,000
Amortization - Other	0	12,000	12,000	12,000
Transfer to TCA	-22,287	0	22,287	0
	<b>-1,574</b>	<b>95,000</b>	<b>96,574</b>	<b>95,000</b>

<b>Total Expenses</b>	<b>331,275</b>	<b>1,014,340</b>	<b>683,064</b>	<b>1,014,340</b>
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**Township of Uxbridge**  
**Library Summary Report**  
**For the Five Months Ending May 31, 2023**

**Operating Revenues:**

	YTD Actual	YTD Budget	YTD Variance	2023 Budget
<u>Grants:</u>				
Municipal Grants	219,586	878,345	-658,759	878,345
Provincial Grant	0	24,176	-24,176	24,176
Summer Student Grant	0	6,300	-6,300	6,300
<b>Total Grants</b>	<b>219,586</b>	<b>908,821</b>	<b>689,235</b>	<b>908,821</b>

<u>Donations:</u>				
Specified Donations	405	2,000	-1,595	2,000
Material Donations	0	4,500	-4,500	4,500
Program Donations	17	0	17	0
<b>Total Donations</b>	<b>422</b>	<b>6,500</b>	<b>6,078</b>	<b>6,500</b>

<u>Fundraising:</u>				
Volumes of Giving	0	500	-500	500
General Fundraising	660	0	660	0
<b>Total Fundraising</b>	<b>660</b>	<b>500</b>	<b>-160</b>	<b>500</b>

<u>Other Revenue:</u>				
Discard Books	62	75	-13	75
Programming Revenue	13,235	10,000	3,235	10,000
Room Rentals	757	500	257	500
Late Fines	2,260	6,100	-3,840	6,100
Genealogy Income	150	200	-50	200
Interest Income	0	400	-400	400
Sundry	1,008	1,800	-792	1,800
<b>Total Other Revenue</b>	<b>17,472</b>	<b>19,075</b>	<b>1,603</b>	<b>19,075</b>

<b>Total Revenues - Per Budget</b>	<b>238,140</b>	<b>934,896</b>	<b>696,756</b>	<b>934,896</b>
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<u>Items not Budgeted:</u>				
Federal Grant	0	10,500	-10,500	10,500
	0	10,500	10,500	10,500

<b>Total Revenues</b>	<b>238,140</b>	<b>945,396</b>	<b>707,256</b>	<b>945,396</b>
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<b>Net Expenditures - Per Budget</b>	<b>94,709</b>	<b>-15,556</b>	<b>-110,266</b>	<b>-15,556</b>
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<b>Net Expenditures</b>	<b>93,135</b>	<b>68,944</b>	<b>-24,192</b>	<b>68,944</b>
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# REPORT

## LIBRARY BOARD

**TO:** Uxbridge Public Library Board

**FROM:** Amanda Ferraro, Library CEO

**DATE:** June 22, 2023

**REPORT:** LB - 01/23

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**SUBJECT:** Zephyr Public Library

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### **BACKGROUND:**

In 2021 the Library Board discussed the possibility of moving the Zephyr Public Library into the Zephyr Community Hall. The cost savings at that time was estimated to be \$25,000 / year. The proposed Capital project was approved by the Library Board with the plan to move into the hall in 2024 (see October 28, 2021 Minutes).

### **DISCUSSION:**

Dave Saunders OAA, of Section Architects was engaged to see if this move was possible and to outline the steps involved if this was to become a reality.

The steps include creating a schematic design package for preliminary costing including:

- Sketch Confirming Initial Assumptions for Client Feedback
- Existing Plan, Ceiling Plan, Section
- Proposed Plan, Ceiling Plan, Section
- Annotations Indicating Primary Scopes of Work
- Virtual Meeting and Revised Sketch

**Proposed Fee:** 28 hrs @175/hr - **\$4,900.00 + HST**

The Concept drawings will be needed for public / Council engagement and to obtain construction estimates for a potential future build.

Our Treasurer confirms that there is sufficient funds in our Library reserves to fund this project.

### **RECOMMENDATION**

1. THAT Report LB-01/23 be received from Amanda Ferraro, Library CEO for information.
2. AND THAT the Library Board approve the proposed fee of \$4,900.00 + HST for Dave Saunders OAA, of Section Architects to complete a concept drawing of the potential future build in Zephyr Community Hall.
3. AND THAT the concept drawing be funded out of the Library Reserve Fund.

Respectfully Submitted by:

Amanda Ferraro  
Library CEO